

# **VOLUNTEER WORK DESCRIPTION**

## **Discards Assistant**

### **DUTIES AND RESPONSIBILITIES:**

- Assist in withdrawal of outdated or damaged materials
- Remove ownership and library identification on materials and remove barcodes

### **JOB REQUIREMENTS:**

- Must be dependable
- Must be able to tolerate dust, mold, etc. that may have accumulated on material
- Must be able to tolerate odor of markers used in discard process
- Must be neat, accurate and detail oriented

### **TIME REQUIREMENTS:**

- Must be able to commit to minimum of two hours a week for six months or longer

### **TRAINING REQUIREMENTS:**

- Library orientation training
- Training on discards procedures

### **RESPONSIBLE TO:**

---

**Branch Manager or Staff Supervisor  
Berkeley County Library System**

---

**BRANCH LOCATION**