
Library Volunteer Resume

Job Objective

Willing to be a part of your organization as a Library Volunteer.

Highlights of Qualifications:

- Huge experience in volunteering
 - Profound knowledge of various kinds of books
 - Wide knowledge of library policies
 - Familiarity with Dewey Decimal System
 - Strong knowledge of filing alphabetically and numerically
 - Skilled in arranging books alphabetically and numerically
 - Ability to work independently and in a team to achieve library objectives
 - Ability to interact well with public and colleagues
 - Ability to achieve team and Library goals and objectives
 - Ability to work with children of all ages
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Professional Experience:

Library Volunteer

Brooklyn Public Library, Houston, TX

August 2007 – Present

- Assisted public in finding and selecting books.
- Organized story time for children.
- Responded to customer questions in a friendly manner.
- Developed library programs to benefit children's early literacy.
- Maintained library clean, safe and organized.
- Maintained child friendly space in the library.
- Identified and reported any concerns to manager promptly.

Library Volunteer

Austin Public Library, Houston, TX

May 2004 – July 2007

- Arranged books and videos on appropriate shelves.
 - Ensured that books were arranged in correct order.
 - Collected books from depository and returned them to workroom.
 - Scanned returned items and placed in the appropriate shelves.
 - Provided information assistance to visitors and callers.
 - Performed basic clerical duties as needed.
 - Managed printing, copying, distributing and mailing of documents.
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Education:

Bachelor's Degree in Library Science

Wichita State University, Wichita, KS

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