

**APPENDIX A**  
**LIST OF APPROVED ASSIGNMENTS FOR NBPLS VOLUNTEERS**

**THE FOLLOWING IS A LIST OF APPROVED ASSIGNMENTS FOR VOLUNTEERS WITHIN THE NEW BRUNSWICK PUBLIC LIBRARY SYSTEM. OTHER ASSIGNMENTS MAY BE APPROVED BY NBPLS PROVINCIAL MANAGEMENT TEAM. FOR MORE INFORMATION, SEE NBPLS POLICY 1022 - VOLUNTEERS.**

Manual circulation routines in libraries

- Shelving and shelf reading
- Re-sensitizing materials for shelving (e.g. anti-theft devices)
- Retrieving requested materials (e.g. library picklist)
- Delivering and picking up library mail at the post office
- Phoning patrons to pick up materials on hold

Collection maintenance in libraries

- Cleaning books and shelves
- Mending books
- Inspecting, cleaning and minor mending of audiovisual materials
- Assisting with donations (e.g. sorting, searching in catalogue for holdings, pricing items for book sale based on guidelines)
- Assisting with relocation of materials
- Assisting with weeding and inventory of materials

Fundraising

- Participating in fundraising activities (e.g. book sales)

Outreach services

- Delivering and returning materials for home library service
- Delivering and returning materials for book deposit services
- Providing translation services for languages other than English or French
- Assisting with Books-by-Mail/Talking Book Service (e.g. inspecting audio-visual materials for circulation)
- Assisting with training patrons on the use of computer-based and/or adaptive technologies, e.g. downloadable e-books or audio-books; social networking applications;

Local history:

- Participating in the collection of oral histories according to guidelines
- Assisting in project work with original issues of retrospective newspapers according to guidelines (e.g. collation projects)

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Programs:

- Assisting library staff with the planning and delivery of programs. This can include:
  - ***Literacy Program for Kids***
  - ***Babies in the Library Program***
  - story hours
  - book club meetings
  - homework help (e.g. buddy/mentor programs)
  - craft preparation
  - room set ups
  - special event displays
  - promotional materials in the community
  - program activities, e.g. puppet shows, helping children assemble crafts

Technical services:

- Providing translation of book titles for languages other than English or French

Other:

- Decorating libraries for special events/holidays
- Assisting with gardening and up keep of the library's grounds
- Assisting with recovery activities after a library emergency, e.g. flood, fire