



## Rogue Valley Genealogical Society

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### Librarian Position Description

RVGS Librarians are the front-line workers at the Rogue Valley Genealogical Society Library. Experience is not necessary as training is provided. We ask librarians for a commitment to work a minimum of two 3-hour shifts per month. The shifts are actually a bit longer, as librarians should arrive 15 minutes before their shift begins to carry out opening tasks and should expect to stay up to 15 minutes after their shift ends to complete closing tasks. Librarians can choose to work a morning shift (10-1), an afternoon shift (1-4), an evening shift (4-9) or an all-day shift (10-4). Shift availability depends on current operating hours. An all-day shift requires bringing your lunch and remaining in the building. There are always two librarians on duty so one may be eating lunch but is in the building.

There are two major responsibilities:

1. Staff the Reception Desk:
  - A. Welcome people
  - B. Answer questions about the Society (in person, by phone, and by email)
  - C. Write receipts
  - D. Follow procedural details
  
2. Help library patrons (mostly members, but non-members are welcome with a day use fee):
  - A. Find library materials using our online catalog and locating materials (mostly books) by their Dewey Decimal call number.
  - B. Use the Search feature on our website to find and retrieve indexed materials about Jackson and Josephine County people.
  - C. Use our public computers effectively, including accessing our subscription websites and other free, widely-used genealogy websites such as [familysearch.org](http://familysearch.org) and [findagrave.com](http://findagrave.com).
  - D. Use our public computers to save to a flash drive, print documents, and send saved items by email.