**Lending Hands**

Department: Community Engagement  
Manager: Carlye Dennis  
Work Location: Outreach

**Overall Responsibility**  
Deliver and pick-up library materials to patrons who cannot come to the Fayetteville Public Library due to age, health reasons, disability, or mobility challenges.

**Essential Duties and Responsibilities**

- Explain program and provide handouts to Lending Hands patron, if needed  
- Help new customer complete library application and reader profile, if needed  
- Agree on times of delivery and return of library materials  
- Select library materials for patron  
- Deliver new library materials, and return old materials to library

**Requirements**

- High sense of responsibility, and ability to work autonomously  
- Strong people skills, and desire to help others  
- Car with valid Arkansas license and insurance; sign waiver form  
- Basic knowledge of catalog on library computer

**Training Process**  
One-on-one training on specific processes will be provided, and staff will be available for questions. You will receive an orientation of the department and building spaces you will be working in and/or need access to.

**Volunteer Benefit**  
Your time and contribution to the library is important to us! You will be working as part of a team to accomplish the library’s vision and mission for our community. A letter of reference is always available upon request.