**Rating Unrated Books: Volunteer Position Description**

**Purpose: To meet the need of remote work in support of the DBS strategic plan, to ensure Quality Efficient Services by the Library.**

**Volunteers play a vital role with the library and providing an enhanced and expanded way for them to contribute: to make more books available to more patrons, improving customer satisfaction and raising circulation of the collection.**

**Who:** Those with a public library card, access to email, and preferably Microsoft Word and Excel proficient.

**What:** Rating Unrated Books (RUB) project, a network wide initiative

**When:** Anytime! One current volunteer already includes this task as a supplement to her studio work, and one staff member who is a patron will continue this task after she moves.

**Where:** Statewide!

**Why:** NLS adds commercially produced audiobooks to the collection. Since they do not handle the narration of the text, any instances of strong language, descriptions of sex or violence cannot be included in the annotations of the books. The term “unrated” and commercial audiobook” are added instead.

Patrons often select to have Unrated/ Commercial Audiobooks excluded from their profile. This leaves many titles unable to circulate, including bestsellers. There are multiple levels of the exclusions available for patrons to select. A patron may indicate Some Strong Language would be fine for them, and this opens more selections for the catalog system to assign. This helps the Duplication on Demand system to work efficiently.

Opening this as an official volunteer full time task would also raise volunteer hours, as the books are listed in our catalog by reading times. It would raise volunteer participation by providing a remote task they would not have to come to the Library to complete.

**How:** Volunteers request their favorite genres, fiction, mystery, science fiction, historical fiction, nonfiction, young adult, etc. They will get books needing ratings in our system, that they can check out and are available in their public library system. After reading the book(s), following a rubric from a Word document, they fill out an Excel sheet with the ratings, and email the sheet to the Library.

Due to the volume of this network wide initiative, it is preferable to recruit participants with computer literacy. We may explore other options, on a case by case basis. Some network libraries also have patrons rating books.