

## MILITARY MEMORIAL MUSEUM

April 2026

### READING AND RESEARCH CENTER aka STONE HUT VOLUNTEER

#### **Duties and Responsibilities**

1. Volunteer(s) will man the Military Museum's Reading and Research Center, aka Stone Hut, on Tuesday and Thursday, 10:00 AM – 2:00 PM.
2. The volunteer will welcome the public to the Stone Hut and allow them to review the collection of books.
3. If a patron is interested in a book, the checkout procedure will be explained to them. Every book must be processed through the ACPL (Library) using established procedures between the ACPL and the Military Memorial Museum.
4. Opening/Closing Procedures: On duty day the volunteer will go to the Museum on or around 10:00 AM to check out the two keys for the front door. They will sign the key log book. At 2:00 PM closing time, the set of keys will be returned to the Museum and the key log signed. There is an alarm system for the Stone Hut which must be turned off with the proper code upon opening; and alarm system set upon closing.
5. While at the Museum in the morning the tour guide will inform the volunteer if the Library has requested a book be pulled from the collection. This may occur when a patron identifies a book from the Library catalog system that is in the Stone Hut collection. The Library acts on this request by informing the Museum.
6. The volunteer will take this information, using the form provided by the tour guide, and locate and pull the book. At the end of the shift the volunteer will take said book to the Library where it will be put on the Reserve Shelf. The Library staff will follow their procedure for notifying the patron. This trip to the Library will be done after the keys have been returned to the Museum.
7. If the Library has notified the Museum that a book has been returned, the volunteer will go to the Library to pick it up. The book will then be placed on the designated shelf for future shelving by the Director, Reading and Research Center.
8. The volunteer will keep the Director, Reading and Research Center Coordinator informed of his/her schedule.