

The Martin Luther King Freedom Library

in Thomas H. Slater Center, 2 Fisher Court, White Plains NY 10601
(914) 525-3076 library@mlkwestchester.org

Below are some ways in which you can help us. If you are interested in any of these positions, please email library@mlkwestchester.org or call (914) 525-3076.

1. **Library assistant:** for example:
 - Assist librarian in maintaining collections of books, periodicals, magazines, newspapers, audiovisual and other materials.
 - Assist with library programs and displays
 - Learn how to search the library database for materials based on various requirements

2. **Library secretary:** The library secretary writes monthly minutes, occasional reports, and correspondence.

3. **Program planning:** Help to plan programs for adults or children, assist with a monthly program for elementary school children

4. **Public relations specialist:** for example:
 - Plan and direct events and publicity to spread the word about the library and its services in the local community
 - Write and distribute press releases as needed

5. **Library Researcher/Research Librarian:** for example:
 - Research new books to buy
 - Research information we can use for programs we present
 - Research local public libraries to find books which we have in our library but the public libraries do not

6. **Maintenance technician:** The maintenance technician puts furniture together and keeps the library's furniture and rooms up to date and in good order.

7. **Social Media specialist (*position filled*):** The social media specialist keeps our social media platforms up to date with regular publicity about the library and recommends methods of expanding our social media community