



Volunteer Shelver Job Description

Importance of Position: Keep book shelves in good order, making it easier for staff and library visitors to find items and use library materials.

Qualifications: Ability to arrange items in numerical and alphabetical order with complete accuracy. Physical ability to push, bend, stretch, reach, lift 25 lbs, and read book labels and titles. Attention to detail and neatness. Ability to become familiar with Dewey Decimal System and to work independently.

Responsible To: Library Operations Supervisor.

Responsibilities: Return books or other materials to appropriate and accurate location on shelves. Straighten shelves and proofread for accurate Dewey Decimal System or alphabetical placement. Refer library visitor requests to appropriate library staff person. Other tasks as assigned such as making photo copies for staff, posting signs, stocking and straightening displays. Give supervisor sufficient notice if unable to keep shift assignment.

Training provided: Orientation to the library; on the job by supervisor; mandatory privacy training, and safety tour.

Benefits of Volunteering: Able to interact with library visitors and staff; training in Dewey Decimal System; satisfaction of providing library assistance to others, being familiar with books that are popular, and the library collection.

Time Commitment: 4 hours per week.

Length of Commitment: 6 month minimum.

The library places volunteers and may discontinue assignments at any time according to library needs.

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