

Adopt-a-Section

Time Commitment

1-2 hours, weekly, 6-month commitment

Purpose

Maintain order, accessibility, and appearance of assigned section of shelving

Benefits of Volunteering

- Chance to meet new people
- To work in pleasant surroundings
- To develop new skills
- Give something back to the community
- Share your talents
- Feel needed and valued
- Enhance your resume
- Satisfaction from accomplishment

Duties & Responsibilities

- Maintain orderly and clean shelves
- Identify books requiring mending and place them in mending area noting the book's particular problem
- Read spine labels, and re-shelf books that are not in proper order
- Shift books as necessary, to assure easy access
- Remove all bookmarks, paper, and litter from books and shelves

Skills/Abilities/Qualifications Required

- Ability to work congenially with staff, patrons and other volunteers
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Ability to understand and follow written and verbal instructions, policies and procedures
- Ability to receive instruction from library staff, and the cooperation to abide by library policies and regulations
- Ability to lift and move library materials as necessary
- Shelf non-fiction items according to the Dewey Decimal System
- Ability to reach to top shelves and bend to bottom shelves