

# Shelf Reader

## Time Commitment

1-2 hours, weekly, 6-month commitment

## Purpose

To keep the materials in the library's collection in order

## Benefits of Volunteering

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

## Duties & Responsibilities

- To read shelves by putting books in Dewey Decimal order and/or alphabetically by the author's name and title
- Shift shelves (materials) as needed
- Face books out to edge of shelves and tighten up bookends

## Skills/Abilities/Qualifications Required

- Accuracy
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Ability to sort materials in alphabetical and/or Dewey Decimal order (will train)
- Ability to bend to floor level or reach above your head or use a step stool
- Ability to read fine print
- Ability to work congenially with staff, patrons, and other volunteers
- General familiarity with libraries a plus