

# Volunteer Shelver

## Time Commitment

1-2 hours, weekly, 6-month commitment

## Purpose

Volunteer sorts and shelves library materials

## Benefits of Volunteering

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

## Duties & Responsibilities

- Sorts and shelves all library material in correct order
- Straightens, shifts, and edges collections as a routine part of shelving
- Ensures that collections are in order through regular shelf-reading
- Picks up loose items left on carts, shelves, or on the floor, and returns them to their proper place

## Skills/Abilities/Qualifications Required

- Must be dependable
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Must be able to work harmoniously with staff, patrons and other volunteers
- Ability to accurately file both alphabetically and numerically
- Ability to follow oral and written instructions
- Ability to work independently
- Ability to load and push a library book cart to appropriate locations in the library
- Ability to reach, bend, stretch, stoop and lift from standing, sitting and kneeling positions
- Ability to shelve or retrieve library materials from all heights and from all locations in the library
- Ability to adapt to routine, repetitive activities