



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksettlibrary.org

Volunteer Position Description

- Position Title:** Materials Collection Shelf Maintenance Volunteer
- Purpose:** To maintain orderly appearance of shelves and correct order of library materials on shelves.
- Responsibilities:** Shifting and straightening materials on library shelves. Reviewing order of materials on shelves by material type, collection, alphabetical order and/or Dewey Decimal order.
- Dusting and/or cleaning of the shelves.
- Retrieval of materials either damaged or significantly out of order, to be given to the Customer Service Supervisor.
- Reports to:** Customer Service Supervisor
- Length of Appointment:** This volunteer position is ongoing or for a period of time depending on the individual. Agreement shall be reviewed and signed annually in May of each year.
- Time Commitment:** The Materials Collection Shelf Maintenance Volunteer position requires 1 - 3 hours per week.
- Qualifications:** Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
- Training Provided:** Orientation session for library.
- Overview of Dewey Decimal order
- Review of library collections.



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksetlibrary.org