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.