

NEVADA COUNTY LIBRARY

Volunteer Shelver

Job Description

Importance of Position: Assists library by keeping shelves in good order, making it easier for staff and patrons to find and use materials.

Qualifications:

- Ability to arrange items in numerical and alphabetical order
- Physical ability to push, bend, stretch, reach, lift and read book spines
- Aptitude for detail and neatness
- Willingness to become familiar with the Dewey Decimal System
- Willingness and ability to work independently

Responsible To: Shelving Coordinator at your branch

Responsibilities:

1. Attend a 2 - 4 hour orientation to the Library and job-specific training.
2. Return books or other materials to appropriate locations on shelves.
3. Refer patron requests or questions to appropriate library staff person.
4. Give supervisor sufficient notice if unable to keep shift assignment.

Training Provided: Orientation to the library as well as specific training on book shelving and the Dewey Decimal System.

Benefits of Volunteering:

- Satisfaction of providing a much-needed service
- Learn new skills
- Opportunity to become acquainted with the library collection
- Spend quiet time productively

Time Commitment: Minimum weekly 2-hour shift

Length of Commitment: Minimum 6 month commitment

Grounds for Termination: Failure to carry out assigned responsibilities.
Breach of confidentiality

Contact Person: Shelving Coordinator, each branch

Date Revised: 8/97