



Volunteer Position Description

POSITION TITLE: Adopt-A-Shelf Volunteer

DIVISION: Circulation Services

SUPERVISOR: Adopt-a-Shelf Volunteer Coordinator

LENGTH OF COMMITMENT: Six months (preferable)

TIME INVOLVEMENT: Flexible

POSITION SUMMARY: Maintains order, accessibility, and appearance of assigned section of shelving.

MAJOR RESPONSIBILITIES: Reads spine labels and reshelves books that are not in proper order. Shifts books as necessary to assure easy access. Removes all bookmarks, paper and litter from books and shelves.

PHYSICAL REQUIREMENTS: Position involves bending, reaching, lifting up to 25 pounds, pushing book carts filled with library materials and climbing stairs.

QUALIFICATIONS: Willingness to volunteer. Volunteers may not have conflicts of interest.

SPECIAL REQUIREMENTS: Shelf reading test required. Minimum age 16 (unless approved by Adopt-A-Shelf Volunteer Supervisor).