**Shelving Materials**

The Library best serves the community when every available item in the collection is in its proper place. Volunteers in this capacity shelve or shelf-read materials for easy retrieval by library customers and staff, and maintain order of library materials. Volunteers for this position are typically needed to commit to at least 4 months of volunteering at the library.

**Reports to:** Customer Service Staff

**Responsibilities:** Volunteers re-shelve materials according to the proper filing order, shift materials on shelves when needed to make room, and organize and straighten materials on shelves. Volunteers may also shelf-read and restore out-of-order items, search for items thought to be missing, and/or process and shelve materials on reserve. Volunteers perform additional duties and assignments as requested.

**Position Requires:**

* Ability to arrange items in alphanumeric or subject
* Knowledge of Dewey Decimal System

**Special Requirements:**

* Ability to work independently
* Ability to adapt to changing organization and set-up in the library
* Physical strength necessary to transport materials and push/pull carts
* Ability to squat while removing or replacing materials on shelves
* Ability to read shelf labels

**Time Involvement:** Flexible; typically 2-4 hours per week in 1 or 2 shifts

**Training:** Volunteers will be trained in position responsibilities by library staff.