



VOLUNTEER POSITION GUIDE

TITLE: VOLUNTEER SHELF READER (ADOPT-A-SHELF PROGRAM)

SCHEDULED HOURS: Minimum of 2 ½ to 3 scheduled hours one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.

SUPERVISOR: Circulation Supervisor

PURPOSE: To help maintain the order and appearance of the Library shelves so that customers can locate materials in a timely manner.

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Keeping the shelves in order by keeping the books in proper Dewey order and/or alphabetical order on designated shelves.
- Keeping shelves neat by aligning books with front edge of shelf whenever possible and shifting books when necessary to make them evenly distributed on designated shelves.
- Answering directional questions for the customer.

DESIRED QUALIFICATIONS AND SKILLS

- Willingness to spend 2 ½ to 3 hours one day a week on a consistent basis
- Physical stamina – stooping, stretching, standing and use of footstool are required
- Ability to read top and bottom shelves
- Ability to work in a crowded and busy environment
- Ability to interact well with the public and to express oneself effectively
- Ability to work with the Dewey Decimal system
- Successful completion of placement test (putting decimal numbers and authors' names in order)
- Ability to follow oral and written instructions
- Attention to detail
- Be service oriented and have a desire to actively support the Chester County Library's mission through voluntary service

TRAINING

- On-the-job training will be provided.