



## **VOLUNTEER POSITION GUIDE**

<b>TITLE</b>	COLLECTION CARE VOLUNTEER – ADULT COLLECTION
<b>HOURS</b>	Minimum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
<b>SUPERVISOR</b>	Circulation Supervisor
<b>OBJECTIVE</b>	To help maintain the order and appearance of the adult collection by returning materials to their place in the collection and keeping the materials in proper order so they can be readily located by library customers.

### **THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR**

- Sorting books to be shelved
- Shelving materials in proper section
- Locating material on the shelf that customers have placed a hold on
- Keeping materials in order by shelf reading to make sure they are in proper order
- Keeping shelves neat and orderly by aligning books with front edge of shelf whenever possible and shifting books when necessary to make them evenly distributed
- Answering directional questions for the customer
- Assisting with special projects when they arise

### **DESIRED QUALIFICATIONS/SKILLS**

- Physical stamina – stooping, standing, stretching and use of foot stool required. Must be able to read book labels on bottom and top shelves
- Ability to work in a busy and crowded environment
- Ability to interact well with the public and to express one's self effectively
- A working knowledge of 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 with a desire to actively support the Chester County Library's mission through volunteer service

### **TRAINING**

- On-the-job training will be provided