

## **Shelver (Adult Services)**

### Qualifications:

- 18 years or older
- Excellent organizational skills
- Knowledge of alpha/numeric order

Essential Physical Activities: Must be able to bend, stoop, squat and lift a minimum of 25 pounds and occasionally move up to 50 pounds.

### Responsibilities:

- Sorts books, publications and other items according to classification code and returns them to shelves or other designated area.
- Examines materials on shelves to verify accuracy of placement.
- Cleans and does light book repair as necessary
- Sensitizes books as necessary

### Training and Support:

- Volunteer orientation (online)
- Library Policies (online)
- Shelving with the Dewey Decimal System (online)

Minimum Time Commitment Requested: 2 hours per week for six months

Supervisor: Head of Circulation Services or Branch Manager