



Title: Adopt-a-shelf / Shelf-reader

Description: Adopt-a-shelf tasks the volunteer program partner with maintaining a certain section of the collection to help maintain the order and appearance of the library shelves so that patrons can locate materials in a timely manner.

Job duties: This work involves checking the library shelves for the accurate placement of books and other materials, as well as aligning the books so that the edges along a shelf are all uniform and even. You need to have a good command of the English language, alphabetical order, and the sequencing of numbers using decimals to place items in the correct Dewey Decimal order. This role does not shelf new or newly returned books, as those tasks are carried out by library staff and protected by Civil Service and collective bargaining agreements.

Requirements:

- Ability to place things in accurate alphabetical and numerical order
- Ability to politely refer patron inquiries to staff

Detailed description of tasks:

- Go to the assigned area and make sure the items are in the correct order by reading the relevant information on the spine, based on your training.
- Rearrange items as necessary. Place grossly misplaced items on the table marked "Place items/discards here."
- If a large number are out of order, notify the supervisor.
- Note in the shelf-reading log where you started and ended for each session.