



**Title: Shelf-reader**

**Description:** Shelf-readers help to maintain the order and appearance of the library shelves so that patrons can locate materials in a timely manner.

**Contact:** Elizabeth Hujar, Coordinator of Volunteer Services: [volunteercoordinator@tcpl.org](mailto:volunteercoordinator@tcpl.org) or 607-272-4557, ext. 226

**Supervisor:** Jen, Head of Access and Circulation Services: [jschlossberg@tcpl.org](mailto:jschlossberg@tcpl.org) or 607-272-4557, ext. 254

**Job duties:**

This work involves checking the library shelves for accurate placement of books and other materials. 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. You are responsible for keeping shelves neat by aligning books with the front edge of the shelf whenever possible, shifting books when necessary to make them evenly distributed on designated shelves, and tightening the book ends.

**Requirements:**

- Detail-oriented
- Pleasant and courteous
- Dependable
- Able to stand and squat repeatedly, using a foot stool
- Attention to detail
- Work well independently
- Able to use alphabetical and numerical filing systems
- Able to follow written and oral instructions
- Able to work independently following training
- Able to keep track of time worked by signing in and out
- Able to interact well with staff
- Able to concentrate and pay attention to details

**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.

**Impact of your service in shelf-reading:**

Shelf-readers ensure that patrons can find their books quickly and easily. They also allow librarians to spend more time assisting patrons with other needs.