



Title: Shelf –Reader

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

Contact person: Volunteer Coordinator 607-275-1526, Volunteercoordinator@tcpl.org

Supervisor: Jen Schlossberg 607-272-4557 ext. 269

Job duties

Shelf readers check the Library shelves for accurate placement of books and other materials. You need to have a good command of the English language, the alphabet, and the sequencing of numbers using decimals to place items in correct Dewey Decimal order. You are responsible for keeping shelves neat by aligning books with front edge of shelf whenever possible and tightening the book ends.

Required Skills, Knowledge and Abilities

- Detail oriented.
- Pleasant and courteous.
- Dependable.
- Be 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 task

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

Impact

Shelf- readers ensure that patrons can find their books easily.

They allow librarians to spend more time assisting patrons with other needs.