

Crook County Library

Shelver Volunteer Job Description

Overview of Position: Assists library by keeping shelves in good order, making it easier for staff and patrons to find and use materials.

Qualifications:

- Ability to arrange items in numerical and alphabetical order.
- Physical ability to push, bend, stretch, reach, lift and read book spines.
- Aptitude for detail and neatness.
- Willingness to become familiar with the Dewey Decimal System.
- Willingness and ability to work independently.
- Willingness and ability to be scheduled at times needed by the library.
- Passes library shelving test.

Responsible To: Designated staff member.

Responsibilities:

- Return books or other materials to appropriate locations on shelves accurately and efficiently.
- Refer patron requests or questions to appropriate library staff person.
- Give supervisor a 48 hour notice if unable to keep shift assignment.

Training Provided:

- Orientation to the library
- Specific training on book shelving and the Dewey Decimal System.

Time Commitment: Minimum weekly 4-hour shift

Length of Commitment: Minimum six month commitment.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.