

# Crook County Library

## Adopt-A-Shelf Volunteer Job Description

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**Overview of Position:** Maintains order, accessibility, and appearance of assigned section of shelving.

**Qualifications:**

- Ability to arrange items in numerical and alphabetical order.
- Physical ability to reach top shelves and bend to bottom shelves.
- 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:**

- Identifies books belonging to other libraries and returns them to Circulation desk for rerouting.
- Identifies books requiring mending and places them in mending area with note attached.
- Reads spine labels and reshelves books that are not in proper order.
- Shifts books as necessary to maintain optimum number of items on each shelf.
- Removes bookmarks, paper, and other litter from books and shelves.

**Training Provided:**

- Orientation to the library
- Shelving training
- Specific training on shelf reading.

**Time Commitment:** Flexible

**Length of Commitment:** Six months

**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.*