

Russiaville Branch Shelving Volunteer Task Description

Task	Assist with shelving library materials and shelf reading.
When does the task have to be done?	Year round.
What day and time?	Hours are flexible but limited to the hours that the Branch is open. May include evening and Saturday hours.
How often does it need to be done?	Daily
Where does it need to be done?	Russiaville Branch
Approximately how much time is involved?	Minimum of 2 hours a week.
What skills are required?	<ul style="list-style-type: none"> • Able to concentrate and pay attention to details. • 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.
Personality traits needed?	<ul style="list-style-type: none"> • Strong sense of order. • Detail oriented. • Pleasant and courteous. • Dependable.
How many people needed?	2 – 4
Who will train, supervise and evaluate the volunteer?	The Head of the Russiaville Branch. The clerical staff will supervise when Head of the Russiaville Branch is out of the library.
Comments	Physical stamina is required – lifting, stooping, standing, walking, pushing carts, and reaching up to higher shelving, sometimes with the aid of a step stool.
Training provided:	<ul style="list-style-type: none"> • Orientation to library. • Training in using the Dewey Decimal System. • Training in shelving library materials.

Detailed description of task:

- Shelf returned materials.
- Place DVD's in sleeves behind the desk and adult music CD's in security cases.

- Check location stickers on materials. Items belonging at the Main Library, the South Branch, and the bookmobiles need to be placed in the appropriate courier crates.
- Sort books into shelf location -- Easy, Easy Reader, Juvenile Non-Fiction, Christian, Mystery, Romance, etc . . .
- On either a book truck or the workroom counter, put items in shelf order according to the Call Number.
- Take materials to the shelving area.
- Shelve items in the correct location using by the Call Number.
- If all library materials have been shelved, shelf read to maintain accurate item placement.
- If a large number are out of order, notify the supervisor.
- Straighten books and keep shelves orderly.