



ADULT VOLUNTEER POSITION DESCRIPTION

Title: Shelf Reading Volunteer

Immediate Supervisor: Adult Services Manager

PURPOSE OF THIS POSITION: The Reed Memorial Library best serves the community when every available item in the collection is in its proper place. Volunteers in this capacity shelf read materials to help maintain order of library materials.

RESPONSIBILITIES:

- Volunteers restore out-of-order items and search for items thought to be missing.
- Volunteers perform additional duties and assignments as requested.

POSITION REQUIRES:

- Ability to arrange items in alphanumeric or subject order
- Familiarity with Dewey Decimal System

SPECIAL REQUIREMENTS:

- Ability to work independently
- Ability to stand for extended periods of time
- Ability to stand on stepstool while removing or replacing materials on shelves
- Ability to squat while removing or replacing materials on shelves
- Ability to read shelf labels

TIME INVOLVEMENT:

- Flexible; typically 2-4 hours/week in 1 or 2 shifts

TRAINING:

- Volunteers will receive a library tour and orientation with the immediate supervisor, and will be trained by a Adult Services staff member.

IF INTERESTED, please contact:

Darlene McKenzie

Reed Memorial Library

167 E. Main St.

Ravenna, OH 44266

(330) 296-2827 ext. 201

dmckenzie@reedlibrary.org