

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Georgetown Branch Library

REPORTS TO: Assistant Manager

POSITION TITLE: Volunteer Shelver

DATE: April 2009

POSITION SUMMARY: Assist branch staff by processing and shelving books and materials.

MAIN DUTIES: Under leadership of assistant manager:

1. Repair the spines of books.
2. Provide general cleaning of books.
3. Check books for damage.
4. Sticker picture books and paperbacks.
5. Shelve materials (nonprint, jR's, jER's, paperbacks and others as assigned).
6. Straighten books on shelves.
7. Read shelves.
8. Assist with other duties as assigned by assistant branch manager and branch manager.

Training will be provided by Georgetown Branch Staff.

COMMITMENT: Weekly commitment of at least 2 hours during regular branch hours. Volunteers needed Monday afternoons to shelve paperbacks or mornings between 8:00 – 10:00 to work with juvenile series fiction.

INTERRELATIONSHIPS: Regular and direct contact with branch staff and volunteers. Indirect contact with patrons of all ages.

WORK ENVIRONMENT: Regular library setting; friendly atmosphere; may be busy at times. Some tasks may be performed in workroom setting, some in public areas of the library. Some tasks require working alone, others require working with staff and other volunteers.

PHYSICAL/SPECIAL REQUIREMENTS: Must have ability to take direction and work independently. Shelves working with juvenile books must be able to work with children and to patiently clean up areas where children have been pulling books. Physical ability for standing, stretching, bending, and lifting. Must have successfully completed criminal history check. Must have successfully completed procedures for volunteer involvement at ACPL.

Approved: _____ Georgetown Branch Manager

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____