



## Volunteer Position Description

### Position:

Shelf Reading and Tidying Volunteer

### Supervisor:

Cortney Lee-Comeau, Coordinator: Outreach, Programs & Partnerships

### Description:

Shelf reading is a vital part of maintaining the books, and shelves, are in good order. It involves finding mis-shelved items and bringing them to the circulation desk to process. While shelf reading, the volunteer will also tidy up the shelves to improve the look of the Library and make it easier for users to find the materials they need.

### Responsibilities:

#### a) Tidying and Alignment:

- Find books that are lying on their sides or look out of place. Put them on a book truck and bring them to the circulation desk.
- Align the spines of the books to the front edge of the shelf.

#### b) Shelf Reading:

- Shelf read Library collections according to shelf reading guidelines
- Maintain overall appearance of shelves
- Direct users requiring assistance to appropriate Library staff
- Work with other volunteers as a team in meeting the needs of users
- Report concerns, needs or incidents to the Supervisor or other appropriate Library staff

### Skills/Knowledge

- Independent worker
- Able to push a book truck
- Able to lift up to 10lbs of books
- Able to bend down to reach low shelves
- Detail oriented