



Title: Shelf Reading Volunteers

Purpose: To Help maintain the order and appearance of the Library shelves so that patrons can locate materials in a timely manner.

Contact person: Volunteer Coordinator 607-272-4557 ext. 226, Volunteercoordinator@tcpl.org

Supervisor: Jen Schlossberg 607-272-4557 ext. 269

Job duties

This work involves checking the Library shelves for accurate placement of books and other materials. You need to have a good command of the English language, the alphabet, and the sequencing of numbers using decimals to place items in correct Dewey Decimal order. You are responsible for keeping shelves neat by aligning books with front edge of shelf whenever possible, shifting books when necessary to make them evenly distributed on designated shelves and tightening the book ends.

Required Skills, Knowledge and Abilities

- Detail oriented.
- Pleasant and courteous.
- Dependable.
- Be able to stand and squat repeatedly, using a foot stool.
- Attention to detail.
- Work well independently.
- 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.
- Able to concentrate and pay attention to details.

Detailed description of duties

- Go to the assigned area and make sure the items are in correct order by reading the call number on the spine (or front cover) of each item.
- Rearrange items as necessary.
- If a large number are out of order, notify the supervisor.
- Note in shelf reading log where you started and ended for each session.
- Checking your assigned section at least on a weekly basis, or, if you are a 'floater,' checking with the Circulation department and finding out which sections need attention.
- Removing books that are completely in the wrong section and putting them on the discard tables available throughout the library.
- Tidying assigned shelves by picking up fallen books, adjusting bookends, lining up book spines level with the front of the shelves when possible, and leaving room at the end of shelves.
- Attending a training session and periodically scheduled review sessions.

I m p a c t

"I know I'm eternally grateful for our shelf-readers, and so are our patrons when they can easily find the books they're looking for. Plus, fewer books wind up in "Missing" status when we have dedicated volunteers keeping things in order, which is good for everyone!" (Kate, librarian)

Updated 10/1/2015