



Portage Public Library
Volunteer Job Description
Shelf Reader

General Purpose: To maintain collections of books, CDs, and DVD.

Duties: Volunteers are needed to assist with organizing and cleaning library shelves. Volunteers will use a cart, remove materials from shelves, wipe down shelf, and replace materials in their correct order, with materials pulled out to edge of shelf. Incorrectly sorted books should be brought to the desk to be checked in.

Time Required: Shifts for shelf reading are two hours.

Training Required: Training will include introduction to Circulation Supervisor, tour of library, and information on tools used. Volunteers will be shown how to correctly shelve materials, but ability to alphabetize and organize items numerically is needed. Understanding of the Dewey Decimal System is preferred.

Supervisor: Circulation Supervisor

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