



Mesa County LIBRARIES

Volunteer Job Description

Position: Shelver

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to shelve books and media so they are readily available for patrons. This position promotes a welcoming and safe atmosphere.

Supervisor: Public Services Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Prepare carts for efficient shelving
- Sort and shelve books and media by areas and/or categories.
- Shelve items in numerical, alphabetical, or alphanumeric order.
- Refer patrons to appropriate library staff for assistance
- Inform staff when shelves are full, or when materials are worn, so they can determine which books to remove
- Shelf read shelves to ensure materials are in the correct order.
- Keep cart from blocking aisles and creating walking hazards for patrons
- Keep areas neat and orderly
- Contact staff if patrons are loud or using equipment inappropriately
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Good organizational skills and attention to detail
- Ability to arrange items in numerical and alphabetical order
- Willingness to learn and become familiar with the Dewey Decimal System

Requirements:

- Must be at least 14-years-old
- Interview with Volunteer Coordinator, review of handbook, signed waivers
- Train with Public Services staff before first shift
- Physical ability to push, bend, stretch, reach, lift and read book spines

Time Commitment:

- Minimum of 1 - 2 hour shifts, once a week