

## Volunteer Services Task Description

### Shelving & Cart Organizing

Assist staff and enhance the library's service to the public by organizing and maintaining the shelves.

#### Responsibilities

- Sort and arrange books on carts to get ready for shelving.
- Shelve books, magazines and CD's according to appropriate alpha-numerical classification order.
- Align and arrange books on shelves to maintain neatness and order.

#### Required Skills

- Good organizational skills.
- A friendly and approachable manner.
- The ability to follow library protocols for assigned task.

Training is provided and consists of two to three sessions.

#### Time Commitment

- 2 hours per week for a minimum of 6-12 months.

#### Reward

Satisfaction in organizing and placing library materials on shelves for public use.  
Opportunity to become familiar with the library's collection.

#### How to Apply

Complete an [Online Application](#)

Questions? Read our [FAQ](#) or Contact Volunteer Services at [judy@deschuteslibrary.org](mailto:judy@deschuteslibrary.org) or 541-312-1039