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 judye@deschuteslibrary.org or 541-312-1039

www.deschuteslibrary.org