**VOLUNTEER SHELVER JOB DESCRIPTION**

**Purpose:** The Volunteer Shelver at DeBolt Public Library or Grande Cache Municipal Library assists the Library Manager by reshelving returned library materials in the correct order.

**Location:** The Volunteer Shelver will work at either the DeBolt Public Library or the Grande Cache Municipal Public Library.

**Key Responsibilities:**

The Volunteer Shelver:

* Will complete a Police Records Check with a Vulnerable Sector Check before starting.
* Checks the book drop regularly for returned materials and returns them to the shelving cart.
* Shelve returned books and other materials in the correct Dewey Decimal order.
* Brings items from the shelves that are in poor condition to the Library Manager for possible weeding.
* Answers patrons’ directional questions. Refers patrons to other library staff members for other assistance.

**Position Reports to:** Library Manager

**Qualifications:** No previous library experience required. Customer service experience and knowledge of the Dewey Decimal system is an asset.

**Support Provided:** A one hour orientation to the layout and structure of the library, and the process of shelving, will be scheduled at the convenience of the Volunteer Shelver. The Volunteer Shelver will always be in the library with another library employee who will be able to answer and patron questions the Volunteer Shelver cannot answer. The Library Manager is available on an ongoing basis to answer questions and provide other assistance as needed.

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