

# Loutit District Library

---

## Job Description

**Job title:** Volunteer Shelver

**This position reports to:** Assistant Director

### **Job Summary:**

*This is a volunteer library position under the supervision of the Assistant Director in which the volunteer sorts and shelves library materials.*

### **Primary Job Functions:**

1. Sorts and shelves all library materials in correct order.
2. Straightens, shifts, and edges collections as a routine part of shelving.
3. Ensures that collections are in order through regular shelf-reading.
4. Picks up loose items left on carts, shelves, or the floor and returns them to their proper place.

### **Secondary Job Functions:**

1. Relocates donated materials to the Cheapstacks Used Bookstore.
2. Performs other duties as assigned, such as photocopying, assisting with mailings, and cutting scrap paper.

### **Knowledge, Skills, and Abilities:**

1. Ability to read print.
2. Ability to place items in alphabetical and numerical order.
3. Ability to acquire knowledge of the principles and practices of public libraries and an understanding of local library policies.

4. Ability to follow verbal and written instructions.
5. Ability to shelve or retrieve library materials from all heights of shelves and all locations in the library.
6. Ability to load and push a library bookcart to appropriate locations in the library.
7. Ability to work harmoniously with other library employees and with patrons.

**Requirements:**

1. Must be at least 18 years old.
2. Stooping, bending, and reaching overhead.
3. Must be able to push and maneuver fully loaded bookcart.

**Working Conditions:**

1. Climate-controlled building.
2. Fast-paced library setting with distractions.

**Reporting Relationship:**

1. Reports to the Assistant Director. In the absence of that person, reports to the Library Director. In absence of the Library Director, reports to a Librarian. In absence of a Librarian reports to the Library Assistant II in charge.

*The above is intended to describe the primary and secondary job functions and the requirements for the performance of this job. This job description is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.*

**Approving this job description:**

Library Director	Date approved	Date reviewed
------------------	---------------	---------------

District Library Board	Date approved	Date reviewed
------------------------	---------------	---------------