

VOLUNTEER RESPONSIBILITIES

SHELVER/SHELF READER

Responsibilities include sorting, shelving, and shelf reading of library materials, books, magazines, newspapers, audio visual materials, microfilm and other media. Accuracy and attention to detail is needed for these tasks.

QUALIFICATIONS, SPECIAL SKILLS, AND RESTRICTIONS:

- Ability to sort materials in alphabetical and/or Dewey Decimal order.
- Ability to bend to floor levels or reach a height of 75 inches.
- Ability to push movable cart loaded to a maximum of 250 pounds.
- Ability to carry a stack of books to shelve.
- Ability to read exceptionally small print sizes.
- Ability to tolerate dust, mold, etc., accumulated on books and materials.
- Ability to lift up to 40 pounds.