



## **FARGO PUBLIC LIBRARY VOLUNTEER PROGRAM**

### **Shelving Volunteer Job Description**

**Importance of Position:** Assist library by keeping shelves in good order, making it easier for staff and patrons to find and use materials.

#### **Qualifications:**

- Submit volunteer application.
- Be 18 years of age or older, and possess good communication skills.
- Ability to arrange items in numerical and alphabetical order.
- Physical ability to bend, push, pull, stretch, reach and lift 40 pounds consistently.
- Aptitude for detail and neatness.
- Willingness to become familiar with the Dewey Decimal System.
- Willingness and ability to work independently.
- Willingness to commit to a consistent weekly schedule.

**Responsible to:** Circulation Manager

#### **Responsibilities:**

1. Successfully complete training program.
2. Return books and other materials to appropriate locations on shelves.
3. Refer patron requests or questions to appropriate library staff person.
4. Give supervisor sufficient notice if unable to keep shift assignment.

**Time Commitment:** After initial training, then 4-10 hours per week.

**Length of Commitment:** Minimum one year

#### **Grounds for Termination (including, but not limited to):**

- Failure to successfully complete the training program
- Failure to carry out assigned responsibilities
- Breach of confidentiality

**Contact Person:** Pam Strait

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