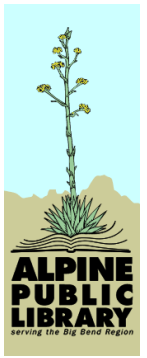


## ALPINE PUBLIC LIBRARY

### Volunteer Position Description Shelf-reading Specialist



**Position Overview and Impact:** Significantly improve patrons' ability to locate books in the library by assuring proper placement of materials.

**Key Responsibilities:**

1. Weekly shelf-reading to locate misshelved items and return them to their proper place.
2. Identify mislabeled books and give them to the Technical Services Librarian for relabeling.
3. Minor shelf straightening and reshelving of loose books as needed.
4. Assist with annual library inventory (optional).

**Qualifications:**

1. Eighteen years of age and older
2. Speak English well and have the ability to read and write English at a 12<sup>th</sup> grade level. Spanish language ability desirable but not necessary.
3. Strong attention to detail.
4. Significant past experience using libraries. Experience working in libraries desirable but not required.
5. Culturally sensitive attitude and willing to maintain patron and participant confidentiality at all times.
6. Dependable and able to maintain a regular volunteer schedule and time records.

**Responsible to:** Library Director

**Training and Support Provided:** Introduction to the library and its mission. Orientation to library layout, the Dewey classification system, and shelving policies. Staff is available to answer questions but the candidate should be highly self-sufficient.

**Benefits of Volunteering:** Opportunity to positively impact library operations and efficiency.  
Opportunity to learn new skills and meet people who share similar goals and interests.  
Opportunity to support Alpine Public Library operations and help fulfill the organizational mission of creating lifelong learners.

**Time Commitment:** Minimum one hour per week and up to three hours per week total. Total of six months requested to provide continuity of service.

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