

Tecumseh District Library

215 North Ottawa Street – Tecumseh, Michigan 49286-1564 – 517-423-2238 – Fax 571-423-5519

Volunteer Position Posting

Application Deadline: Until Position Is Filled

TITLE: **Adopt-a Shelf Volunteer**

REPORTS TO: Circulation Supervisor

WORK SCHEDULE: Two hour shifts; one morning, afternoon or evening per week, Monday through Friday

RATE OF PAY: No monetary compensation

QUALIFICATIONS: High school diploma, or its equivalent, preferred

A willingness to work with the library staff to contribute to the excellence of Tecumseh District Library.

Demonstrated ability to be dependable, flexible, and energetic. Ability to work independently with a minimum of supervision. Demonstrated ability to perform detail work with accuracy.

Excellent organizational skills. Ability to learn the Dewey Decimal System of book arrangement in both fiction and non-fiction collections.

Ability to access both low shelves and high shelves. Ability to bend, stoop, and reach required. Ability to read the call numbers on the book spines.

Ability to stand at least one to two hours per shift.

Personal grooming and attire must be clean and appropriate for public business.

PERFORMANCE RESPONSIBILITIES:

- Dust shelves and clean book jackets.
- Accurately shelf reading a pre-selected range of books in the Adult Fiction Collection or the Adult Non-fiction Collection.
- Examining each book for loose papers, dirt and damage.
- Bringing major shelving errors to the attention of the Circulation Supervisor.
- Shifting books to allow more shelving space, in consultation with the Circulation Supervisor.
- Willingness to switch to a new range of books at the discretion of the Circulation Supervisor.
- Noting the range of call numbers shelf read on a chart each week.

Tecumseh District Library is an equal opportunity employer

Submit Library Volunteer Application and References to:

Mary Beth Reasoner, Volunteer Committee Chair

Tecumseh District Library

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Revised January 2020 by the Volunteer Committee