

**Job Description for Adopt-A-Shelf Volunteers**

**Objective:**

To provide support for the library by arranging and maintaining the book collection in proper order.

**Job Description:**

- The volunteer is assigned to “read” the library shelves. (The condition of each book is inspected, and then returned to the shelf in correct order.)
- The volunteer will bring books in poor condition to the attention of designated library staff.
- The volunteer will tighten up the book ends on each shelf and bring forward books that have been pushed back on the shelves.

**Qualifications:**

- Must be able to work independently with little supervision after initial training
- Must be detail oriented
- Must be able to stand for long periods and squat to reach bottom shelves.
- Must be able to work in a public library environment, following library rules and get along well with staff.

**Training:**

A designated library employee will provide the volunteer with a general tour of the library. The volunteer will receive a thorough demonstration and explanation of how to do the expected work.

**Commitment:**

A minimum of 2 hours a month for 3 months is requested. *(You may volunteer more than 2 hours a month, but not more than a two hour block of time in one day)*

If you decide to leave the volunteer program please let the library know as soon as possible.

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**Guidelines for Adopt-A-Shelf Volunteers**

- Volunteers are responsible for tracking their own time on the timesheet.
- Volunteers are also responsible to make sure that a library employee initials their time sheet *before leaving for the day (This in order to verify your volunteer time.)*
- Adopt-a-shelf volunteers may not exceed more than a two hour block of time a day. Volunteers must maintain the confidentiality of ALL Library related information.
- All volunteers are asked to remember to speak quietly and act professionally. If a patron asks for help, direct them to a library employee paid staff member.
- Volunteers are expected to dress neatly and appropriately.

Volunteers are expected to follow the policies and procedures of the Carteret County Public Library system. The Library reserves the right to terminate the volunteer at any time. Reasons for termination of this association include, but are not limited to, failure to follow the Library policies, as well as inappropriate behavior.