

VOLUNTEER POSITION DESCRIPTION

Worthington Libraries

Title: **Circulation / Shelving Volunteer**

Location: Northwest (2280 Hard Rd.) or Old Worthington (820 High St.)
or Worthington Park Library (1389 Worthington Centre Drive)

ABOUT THIS POSITION:

The Library best serves the community when every available item in the collection is in its proper place. Volunteers in this capacity shelve items for easy retrieval by library patrons and staff, and maintain order of library materials.

RESPONSIBILITIES:

Volunteers reshelve materials according to the proper filing order, shift materials on shelves when needed to make room, and organize and straighten materials on shelves. Volunteers may also shelf-read and restore out-of-order items, search for items thought to be missing, and/or process and shelve materials on reserve. Volunteers perform additional duties and assignments as requested.

POSITION REQUIRES:

- Ability to arrange items in alphanumeric or subject order
- Knowledge of Dewey Decimal System
- Knowledge of Discovery Place system (may be acquired after volunteering begins)

SPECIAL REQUIREMENTS:

- Physical strength necessary to transport materials and push/pull carts
- Ability to stand for extended periods of time
- Ability to stand on stepstool while removing or replacing materials on shelves
- Ability to squat while removing or replacing materials on shelves
- Ability to read shelf labels

TIME INVOLVEMENT: Flexible; typically 2-4 hours/week in 1 or 2 shifts.

TRAINING:

Volunteers will receive a library tour and orientation with the Outreach Services/Volunteer Coordinator, and will be trained in position responsibilities by a Circulation staff member.

IF INTERESTED, please contact:

Janet Ingraham Dwyer, Outreach Services/Volunteer Coordinator

Worthington Libraries

820 High St.

Worthington, OH 43085

614/807-2643

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An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.