

General Volunteer

This Adult Services Department volunteer is responsible for learning the kinds of materials and locations of these materials in the downstairs New Materials, Fiction, and Audio-Visual areas an/or upstairs in the Non-Fiction, Biography, and Reference areas. The volunteer will shelve returned items, and check the shelves to insure that all items are correctly placed. The volunteer will also use printouts to locate and retrieve material from the shelves, and will process withdrawn items.

Responsibilities:

- Shelve adult material in the correct location.
- Monitor arrangement of materials, correcting placement as necessary.
- Locate and retrieve material using list provided by supervisor.

Qualifications:

- Ability to alphabetize materials.
- Understanding of and ability to use the Dewey Decimal System to organize materials.
- Ability to locate materials using call numbers, spine labels, and bar code information.

Training/Preparations:

- Orientation to Braswell Memorial Library and to the Adult Services Division.
- On the job training.

Time Requirements: One or more two-hour to four-hour shift per week

Length of Commitment: Three months

Supervisor: Reference Librarian or Circulation Supervisor