

Shelver, Information Services Department

This volunteer is responsible for shelving adult reference, non-fiction, and Local History books, and for keeping the periodical shelves neat.

Responsibilities:

- Shelving of material in the correct location.
- Visually scan shelves to assure all books are in the proper order according to the Dewey Decimal System.

Qualifications:

- Ability to alphabetize materials.
- Understanding of and ability to use the Dewey Decimal System to organize materials.

Training/Preparations:

- Orientation to Braswell Memorial Library and to the Information Services Department.
- On the job training.

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

Length of Commitment: Three months

Supervisor: Information Services Manager