

Shelver, Circulation Department

This Circulation Department volunteer is responsible for learning the kinds of materials and locations of New Materials, Fiction, and Audio-Visual materials. The volunteer will shelve returned items, and check the shelves to insure that all items are correctly placed.

Responsibilities:

- Shelving of material in the correct location.
- Monitor arrangement of materials, correcting placement as necessary.

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 Circulation Department.
- On the job training.

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

Length of Commitment: Three months

Supervisor: Circulation Supervisor