



## REQUESTED ITEMS VOLUNTEER POSITION DESCRIPTION

**Volunteer Title:** Requested Items

**Location:** Glendale Public Library – All Branches

**Desired Time Commitment:** 2 - 3 hours/week  
**Volunteer Training:** Orientation and on-site  
minimum 4 months

**Reports To:** Volunteer Coordinator & Designated Volunteer Branch Staff

The duties listed below are intended only as general illustrations of the various types of volunteer services that may be performed. Volunteers will not receive compensation for the services performed. Volunteer position descriptions are subject to change by the department as the needs of the department and requirements of the volunteer position change.

### **Volunteer Position Description:**

Shelf Reader Volunteers ensure books are in correct order on the shelves and resshelf if needed. They also help maintain the appearance and cleanliness of shelves.

### **Duties may involve activities such as:**

- Pull requested materials from library shelves
- Identify mislabeled books and give them to the Librarian for relabeling
- Order books on the shelves using the Dewey Decimal System
- Clean and maintain the appearance of bookshelves

### **Helpful Skills for the Volunteer Role:**

- Familiarity with the Dewey Decimal System is preferred, but not required
- Experience working in libraries preferred, but not required
- Ability to professionally interact with patrons
- Ability to follow instructions
- Ability to work independently
- Attention to detail
- Dependable and able to maintain a regular volunteer schedule
- Physical ability to bend, stand, lift, and push heavy book carts

### **Volunteer Environment:**

- Require standing for extended periods
- Interaction with the general public is a regular occurrence

**More information & To Apply:** [glendaleazlibrary.com](http://glendaleazlibrary.com)