

Oceanside Public Library

Volunteer Job Description

Shelving Assistant

Purpose: To assist in shelving, shelf reading, and item searches in order to keep the library neat and orderly, allowing staff and library users to locate materials quickly and easily.

Qualifications: Ability to push heavy book carts, lift items up to ten pounds, and to bend low and reach high repetitively. Willing to pay attention to accuracy of details and knowledge of the Dewey Decimal System, or the ability to quickly learn and understand alphanumerical sorting.

Responsibilities: Sorting returned materials according to the Dewey Decimal System and alphabetically, and shelving the items in the appropriate areas. Shelf “reading” to ensure materials are in the correct order and location. Performing searches for missing or needed items.

Training Provided: An orientation and tour of the library departments will be given, along with training on shelving procedures, the location of various materials, and the Dewey Decimal System if unfamiliar.

Time Commitment: Twelve hours per month. Volunteers are asked to work three hour shifts at least once per week.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Mary Clark, Library Assistant, 760-435-5632
Adeline Pinon, Library Assistant, 760-435-5593

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564