

Oceanside Public Library

Volunteer Job Description

Adopt-A-Shelf Volunteer

Purpose: To assist Library staff by keeping an assigned section of the Library neat and orderly by “adopting” that section.

Qualifications: A general knowledge of how to file items in alphabetical and numerical order. Ability to lift books and to reach top and bottom shelves. Willing to pay attention to accuracy of details and to learn the basics of the Dewey Decimal System.

Responsibilities: Assure that items on the assigned shelf or section are in the correct order and that the shelf is neat and clean. To log in the shelves monitored and the dates and times the work is performed.

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

Time Commitment: Minimum of one hour every two weeks. More often if desired.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Jorge Garcia, Senior Library Assistant, 760-435-5606
Israel Marroquin, Library Assistant, 760-435-5633

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