

Volunteer Request: Assistant Shelves

The Mary Riley Styles Public library is recruiting 2-3 adults to volunteer as Assistant Shelves with the library on a regular basis, 1-2 times each week for approximately two hours on weekdays – ideally in the mornings on Mondays, Thursdays, and/or Fridays.

Responsibilities:

Please note that training and instruction is given to all volunteers, though some understanding of the Dewey Decimal System and library call number systems is helpful.

- Independently sorts materials by call number on carts
- Moves or maneuvers potentially heavy book carts around the library
- Shelves materials in the correct location based on call numbers and alphabetically by author
- Re-shelves books that are found in the incorrect location
- Makes sure shelving looks neat and tidy as they shelve
- Shelf Reading to ensure materials are in the correct order
- May assist in other tasks as available

Hours: Approximately 2 hours 1-2 times a week on weekdays, ideally in the mornings on Mondays, Thursdays, and/or Fridays when the library is open. See the library schedule below for our full hours:

Monday-Wednesday: 10am-8pm

Thursday-Sunday 10am-5pm

Thank you for your interest in volunteering with the Mary Riley Styles Public Library!