

# SANTA ANA PUBLIC LIBRARY

## Volunteer Job Description

# Shelver

(Circulation Department)

### Duties

Assists library staff in keeping the Library collection orderly

### Qualifications

- Ability to arrange materials in Dewey Decimal and Alphabetical Order
- Attention to detail
- Ability to work independently
- Ability to push, bend, stretch, and lift
- Minimum age, 16 years

### Responsible To

Circulation Supervisor

### Responsibilities

- Accurately sort and arrange books in Dewey Decimal breakdown
- Systematically check assigned collection for correct Dewey Decimal System order
- Complete work in a neat and accurate manner with a minimum of distraction to others
- Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to complete assignment

### Training Provided

- Orientation to the library
- Specific instruction on procedures used in maintaining circulating collection

### Benefits of Volunteering

- Satisfaction of providing a much needed service for the community
- Opportunity to acquire new skills and to become acquainted with the Library collection
- Opportunity to meet and to get to know people with similar interests
- Free library card

### Time Commitment

Minimum of two hours per week

Minimum of thirty hours in six months

### Contact Person

Cheryl A. Eberly, Volunteer Coordinator

714-647-5288, [ceberly@santa-ana.org](mailto:ceberly@santa-ana.org)

