

Saint Paul Public Library Adopt-a-Shelf/Shelf Straightening Volunteer

Summary: The objective of this position is to enhance the work of the library staff in carrying out day-to-day operations.

Saint Paul Public Library can best serve our customers when every item in the collection is in its proper place. To assist the staff with keeping materials in order, volunteers adopt a selected section of shelving or straighten several shelves.

Duties:

Shelf Maintenance:

- Learn the unique requirements of shelf reading for the section.
- Regularly examine order of materials to make sure they are correctly arranged; place materials that are out of order on a book cart.
- Remove materials from other agencies/libraries and place on designated book cart.
- Straighten books and wipe off surface of shelves. Wash book covers as needed. Check books to see if they need mending, and place any items requiring mending on the designated mending shelf.

Qualifications:

- Accuracy and aptitude for detail
- Ability to learn Library of Congress ordering system
- Ability to reach, bend, stand and read small print for one hour periods of time, and to use a step stool periodically
- Ability to work independently
- Ability to read small print numbers and letters in English

Commitment:

Six month commitment of 2 hours every other week.
Attend training session.

Training/Supervision:

On-site training.

Wendy Neurer, Library Volunteer Coordinator, is available to answer questions and discuss any concerns at 651.266.7420 or wendy.neurer@ci.stpaul.mn.us