

# **VOLUNTEER RESPONSIBILITIES**

## **SHELVER/SHELF READER**

Responsibilities include sorting, shelving, and shelf reading of library materials, books, magazines, newspapers, audio visual materials, microfilm and other media. Accuracy and attention to detail is needed for these tasks.

## **QUALIFICATIONS, SPECIAL SKILLS, AND RESTRICTIONS:**

- Ability to sort materials in alphabetical and/or Dewey Decimal order.
- Ability to bend to floor levels or reach a height of 75 inches.
- Ability to push movable cart loaded to a maximum of 250 pounds.
- Ability to carry a stack of books to shelve.
- Ability to read exceptionally small print sizes.
- Ability to tolerate dust, mold, etc., accumulated on books and materials.
- Ability to lift up to 40 pounds.