

VOLUNTEER JOB DUTIES LIST

Adopt-A-Shelf

Volunteer Job Duties

- Shelf-read
 - Review materials on shelf to ensure they are in the correct alpha/numeric order
 - Reshelve if incorrect materials fall within your adopted shelves
 - Put materials outside of your adopted shelves on the sorter for processing
- Straighten shelves
 - Face/edge books
 - Update displays if empty or needs refreshing
 - Tighten up bookends
- Thoroughly dust shelves – including behind the books and any brackets or ledges
- Examine book condition – note any books with reportable damage
- Examine shelf components to ensure safety and proper function – bookends, signage, etc.
- Track volunteer time and impact