

Volunteer Title/Position: Adopt a Shelf Volunteer

Goal of Position: Maintain the orderliness and cleanliness of the books and shelf that has been assigned to that volunteer.

Duties/Responsibilities:

1. Clean books and dust shelves on a monthly basis.
2. Read the shelves for the correct order and placement of the books either alphabetically or by numerical order using the Dewey Decimal System.
3. Straighten the shelves for orderliness.

Time commitment: 1-2 hours per week.

Supervisor: Branch Manager