

# 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 – pull any books with reportable damage
- Examine shelf components to ensure safety and proper function – bookends, signage, etc.
- Track volunteer time and impact