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**