

**Materials Management Department:**

**Children’s Shelving Volunteer Position Description**

**Supervisors:** Bethany Neuman ([bneuman@apl.org](bneuman%40apl.org))

**Volunteer Coordinator:** Colleen Holz ([cholz@apl.org](cholz%40apl.org))

**Location:** Appleton Public Library at 200 N. Appleton St.

**Information and Nature of Work**: After assigned area training: shelve library items, shelf-read (checking order), and tidy materials on shelves.

**Essential Job Functions:**

* Put recently returned library materials in correct order on the appropriate collection shelves.
* Shelf-Reading assigned collection.
* Tidy entire shelves via edging and tightening bookends in assigned collection.
* Placing recently returned items in order on the appropriate carts to prepare for shelving.

**Skills/Qualifications:**

* Must demonstrate proficiency alphabetizing and ability to learn Dewey Decimal ordering.
* An ability to accurately sort and arrange materials alphabetically and numerically according to Appleton Public Library Shelving rules and standards.
* An ability to understand and effectively carry out oral and written instructions.
* An ability to read fine print, to reach high and low shelves, bend over, and to push a loaded cart over carpeting (up to 300 lbs.) on various floor surfaces.
* An ability to stand or walk for an entire shift.
* Must be able to answer patron’s general questions about directions within the library.
* Tactful and courteous communication skills.
* An ability to learn new technology.
* An ability to adapt to change.

**Training:** Approximately 3 hours(s)

**Shift requirement:** Be able to commit to 2-hour shifts via sign-up calendar. If illness or schedule conflicts arise, please contact Bethany and Colleen as soon as possible.

*Last Update: December 2024*