

# **VOLUNTEER WORK DESCRIPTION**

## **Shelver**

### **DUTIES AND RESPONSIBILITIES:**

- Sort, shelve, or file library materials, books, magazines, newspapers, discs, tapes, AV materials, and other media
- Shift material on current shelves as needed to make room for additional material to be shelved

### **JOB REQUIREMENTS:**

- Must be dependable
- Must be able to push movable carts loaded to maximum of 50 pounds
- Must be able to bend to floor level or climb on step stools or step ladders to reach high shelves
- Ability to read small print
- Ability to tolerate dust, mold, etc., accumulated on books and materials
- Ability to lift 20 pounds

### **TIME REQUIREMENTS:**

- Must be able to commit to minimum of two hours a week for six months or longer

### **TRAINING REQUIREMENTS:**

- Library orientation training
- Training on Library's alphabetical and numerical (Dewey Decimal) classification system

### **RESPONSIBLE TO:**

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**Branch Manager or Staff Supervisor  
Berkeley County Library System**

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**BRANCH LOCATION**