



16 Civic Centre Rd., Petawawa, Ontario K8H 3H5

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Volunteer Position: Shelf Reader

Responsible To: Circulation Desk Staff

Job Summary: General cleanup of shelves. Ensure that materials are located in the correct location and order. Discarding any visible scraps of paper from floor or shelves; removing scraps of paper, paper clips and anything else that has been inserted in the books that should not have been.

Knowledge, Skills and Abilities: Ability to interact pleasantly with customers, to follow instructions, and to work independently. An attention to detail and accuracy is a must as well as a general knowledge of the Dewey Decimal System and the organization of the library.

Essential Functions: Start each shift by checking the Shelf Reading Chart and update the chart with your progress before leaving. Stand up any materials that are falling down or leaning and position bookends as needed. Identify items that need mending or that are shelved in an incorrect section and bring them to circulation desk.

Working Conditions: Dust from books and other sources and may pose a problem for volunteers with respiratory problems. Volunteers may have contact with the public. Position involves bending, stooping and lifting materials

Time Required: A weekly commitment of an hour or two is preferred.

Minimum Qualifications: 14 and older. Volunteer must be able to differentiate fiction from non-fiction materials. Ability to follow instructions, work independently and with accuracy is essential. A current, valid police records check with vulnerable sector screening is also required for volunteers who are over 18 years of age.