



Position: Circulation Volunteer (Monday mornings)

Overview: Help enhance the user experience at JMRL by getting books and other materials in the hands of patrons and locating missing items from the collection. Ensure that titles are in their proper places on the shelf, and that shelves are orderly and clean.

Location/Department: Central Library Circulation Department

Reports to: Brittany Eversberg

Responsibilities:

- Pull titles from the shelves for the pick-list
- Shelf read and locate missing items
- Examine materials for damage and pull as needed

Benefits:

- Gain familiarity with JMRL collection
- Be an integral part of the function of the Library

Training/Support available: Volunteer will receive an initial training session followed by assistance as needed.

Qualifications:

- Ability to alphabetize & read numerical order
- Familiarity with Dewey Decimal System helpful
- Ability to stand for 2 hours at a time

Commitment: minimum 12 month commitment

[Apply Here](#)

Contact:
Heather Pehne
Volunteer Coordinator
434.979.7151 x 6695 or volunteer@jmrl.org