



Position: Volunteer Shelver

Overview: Help enhance the user experience at JMRL by shelving books. Ensure that titles are in their proper places on the shelf, and that shelves are orderly and clean.

Location/Department: Nelson Memorial Library

Reports to: Susan Huffman

Responsibilities:

- Sort carts & separate materials according to location, genre and format
- Shelf books & materials such as DVDs, CDs, magazines, newspapers & Playaways
- 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 & sort in numerical order
- Good memory, eyesight & attention to detail
- Ability to reach above shoulders & squat to reach all shelves; stand for one hour
- Familiarity with Dewey Decimal System helpful

Commitment: Every Friday two hours per week. Minimum 12 month commitment

[Apply Here](#)

Contact:
Heather Pehnec
Volunteer Coordinator
434.979.7151 x 4 or volunteer@jmrl.org