

**James V. Brown Library  
Volunteer CIRCLE Program  
Position Description**

**Dewey Eyes Material Shelver and Shelf Reader**

Few things are as frustrating for Library members as not finding that book, DVD or magazine where it's supposed to be. We need shelf readers and material "shelvers" to make sure the item is placed in its proper Dewey Decimal number location. This is the ideal job for those who love structure and order.

<b>Hours</b>	Flexible.
<b>Time Commitment</b>	Flexible – minimum 1 hour per week.
<b>Location</b>	As needed in library.
<b>Nature of Work</b>	Return materials to shelves in all areas of library according to need. Check shelves and displays to make sure that items are shelved in their correct number or alphabetical order. Library staff will provide any needed assistance or Dewey Decimal brush-up.
<b>Qualifications</b>	A knowledge of the Dewey Decimal System, the ability to reach and bend and a love of order combined with a tolerance for occasional chaos. Volunteers will successfully pass a basic shelving accuracy test.
<b>How to Apply</b>	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at <a href="http://www.jvbrown.edu/volunteer.html">www.jvbrown.edu/volunteer.html</a>
<b>Supervisory Department</b>	Circulation