



## ADOPT-A-SHELF VOLUNTEER JOB DESCRIPTION

An Adopt-A-Shelf (AAS) volunteer at Shorewood Public Library is someone who contributes time to monitor the integrity of a bookshelf or section of their choice.

They do so unsupervised, at any time they choose, however often they decide.

The task is to check their assigned section for correct number order and/or alphabetization, so that library users are assured of finding books in the correct places. They perform some tidying of the books as well, in order to enhance the user experience.

While there is no fixed requirement for the time a volunteer spends on their task, there is a general expectation that they will contribute a minimum of a half-hour to an hour per month – all at once, or in increments. For most shelf assignments, an hour per month is usually adequate. Conversely, the maximum amount of time for an AAS volunteer to spend on their task is two hours per week or eight hours per month. If you are interested in volunteering 1-2 hours a week, please indicate this to the Volunteer Coordinator, so a larger section can be assigned.

AAS volunteers record their time on a sign-out sheet, so that the librarians and Friends can tally how much time is annually contributed to the library.

Training is given at the outset, and assistance is given at any time necessary. Volunteers between 13 and 16 years of age may be supervised by the AAS volunteer coordinator or another designated Friend of the Shorewood Public Library.

If you would like to volunteer or learn more, please contact the Volunteer Coordinator via email at [shwd.libraryfriends@gmail.com](mailto:shwd.libraryfriends@gmail.com)