



VOLUNTEER OPPORTUNITY AT THE CENTRAL LIBRARY

SHELVING ASSISTANT

RESPONSIBILITIES

- Locates and retrieves items on shelves (books, videos, AV materials, magazines, etc.) Using barcodes, matches items on the shelf to items on a list provided by the Reference Librarian.

THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- By helping to keep the library organized, increase the public's enjoyment and use of library facilities and materials and, free the Library's professional staff to apply their time in providing valuable library services to the community that only they are skilled to do.

VOLUNTEER QUALIFICATIONS

- Is honest, reliable, punctual, enthusiastic, energetic, and flexible.
- Is courteous and friendly to library patrons, staff, and volunteers.
- Able to read small numerical print.
- Able and willingness to become familiar with the Dewey Decimal classification system
- Able to reach above head, to use a foot stool, to place and retrieve books on shelves, and to lift items weighing up to 25 pounds. Has good eyesight.
- Able to work in the library with some dust.

COMMITMENT REQUIRED

- One (1) hour per week on an ongoing basis.

CONTACT

- Ellen Cunningham, Central Library Volunteer Coordinator, 564-5633, ECunningham@SantaBarbaraCA.gov.