

Pine Plains Free Library
7775 South Main Street. Pine Plains, NY 12567
518 – 398- 1927
www.pineplains.lib.ny.us

Volunteer Position Guide

TITLE	Collection Care Volunteer
HOURS	A schedule will be arranged to meet the needs of the library and the volunteer.
OBJECTIVE	To help maintain the order and appearance of the library by returning materials to their place in the collection and keeping the materials in proper order so they can be readily located.

Volunteers will be responsible for:

- Shelving materials in the proper section
- Locating material that patrons have placed a hold on
- Reading shelves to make sure materials are in proper order
- Keeping shelves neat and orderly by aligning books with the front edge of the shelf whenever possible and shifting books when necessary to make them evenly distributed
- Answering directional questions for the patrons, other questions may be referred to another volunteer or staff
- Assisting with special projects when they arise

Desired qualification/skills

- Physical stamina – stooping, standing and stretching in order to be able to read book labels on bottom and top shelves
- Ability to work in a busy and crowded environment
- Ability to interact well with the public and to express one’s self effectively
- A working knowledge of the Dewey Decimal System
- Successful completion of a placement test (putting decimal numbers, author’s names and titles in order)
- Ability to follow oral and written instructions
- Attention to detail

An orientation and training session will be provided.