

Position Title:	Book Wranglers
Purpose:	<p>The goal of this position is Ultimate Organization! An organized library is a useful and used library. Patrons become discouraged if they can't find materials quickly and easily. Success looks like each shelf and materials area as organized as possible: books in spine label order, zoned, so that materials may be found quickly and easily.</p>
Position Summary:	<p>To help shelve, organize and keep tidy the library stacks and collections.</p> <p>Duties include:</p> <p>Shelving shelve authors with same last name call letters by whole last name (for example BRO: Bronte, Brooks, Brown; also, Brown, Dale, Brown, Dan, Brown, Rita)</p> <p>Zoning/Tidying -Pull all books to the edge of the shelf so that all spines are even -Add bookends as needed -move bookends as needed to keep books upright or make more room</p> <p>Shifting -If one shelf is full OR if one is half or more empty, shift surrounding shelves to balance</p> <p>Shelf Reading – look for general errors: -DVDs in wrong genre -NEW in stacks -Fiction in Nonfiction or vice versa -Fiction call #s grossly out of order</p> <p>Other tasks: Replace faded spine labels (use Dymo & cover with clear label protector) Number book & DVD series</p>

	<p>Replace old DVD cases (especially ones where disc falls out)</p> <p>Number Series - Beth and Ingrid generate lists</p>
Benefits:	<p>Volunteers can expect the satisfaction of seeing how they contribute to a well-organized and lovely library. Some volunteers have said they like shelving for the exercise! Many others like shelving because they discover new books for themselves.</p>
Reports To:	Ingrid and Beth
Skill Sets:	<p>Extremely organized and detailed-oriented, willing to learn the collection; Mobility: able bodied, people who like to move and can reach, lift, bend easily; consistency in volunteering, once a week or more is best.</p>
Commitment:	<p>For the benefits of repetition and learning the collection, at least once a week for 2 hours.</p>
Times Available:	<p>This position is available Mon-Fri (though please leave adult fiction and adult New books for Anthony to shelve on Mondays).</p>
Location:	On-site
Application:	<p>Online Application or Paper Application</p>
Contact Person:	<p>Beth at beth@lopezlibrary.org</p>