

Duluth Public Library Volunteer Application: Shelver

Job Description: Volunteer Shelves sort, arrange and shelve all formats of library materials. Volunteers must commit to working a minimum of 5 hours per week during the Library's open hours for a minimum of 6 months.

Qualifications: Applicants must successfully complete both the Preliminary and the Secondary Shelver Tests and must meet all the Ability Requirements listed below.

Ability Requirements:

1. Ability to accurately file both alphabetically and numerically.
2. Ability to follow oral and/or written instructions.
3. Ability to push a loaded book cart weighing up to 300 pounds for distances on carpeted surfaces.
4. Ability to reach, bend, stretch, stoop and lift from standing, sitting and kneeling positions.
5. Ability to lift and carry up to 10 pounds, such as an armload of books.

Name _____ Phone _____

Address _____ City _____ Zip _____

Email address (optional) _____

Indicate all locations where you could volunteer:

- Main Library Mt. Royal Branch Library West Duluth Branch Library

Available day(s) and times (please allow 2-3 consecutive hours):

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Person to contact in an emergency: _____ Phone: _____

Have you ever volunteered for the Library before? No Yes - when? _____

Return the completed and signed application to the Popular Library desk.

Questions? Email webmail@duluth.lib.mn.us or call 730-4243

A background check will be done on all qualified applicants before they begin their volunteer positions.

By signing this form you are stating that all information given is correct; false information will cause your application to be rejected or cause termination of your volunteer position. By signing this form you are also agreeing to the volunteer time commitment stated above.

Signature of applicant

Date