

Looking for a new way to help out the library? If you do well as an independent volunteer rather than a committee member, this opportunity is made for you!

What is Adopt-A-Shelf?

Adopt-A-Shelf is a volunteer opportunity designed to keep the library's materials in correct order and dust free. Interested volunteers donate time to keep one section of the library neat and orderly by "adopting" that section. Volunteers choose a favorite topic or type of material (e.g., mysteries, classical music, fiction, picture books, biographies, American history, travel, religion). Every two weeks, the volunteers spend time checking that the section they have adopted is in the correct order.

Why do we need volunteers?

Circulation of library materials has increased 9% since we moved into the new library in May 2002. With over 138,000 items in the library's collection, it is difficult to keep the shelves straight with so much use. Some people don't put items back in the proper spot when they are browsing. Sometimes topics are so popular, the shelves just look messy. Our library pages work diligently to put materials back when they are returned, but "shelf reading" for proper order is time consuming. When every item is in its proper place, everyone—the librarians and patrons—can find the materials they need and the pages can put materials away more quickly.

Qualifications

- ages—adults or teens age 15 years old and older
- detail- and order-oriented
- ability to work independently
- able to commit two hours each month, for a minimum of six months

Responsibilities

- maintain your selected or assigned section of shelving by keeping it in proper numeric or alphabetic order. You may adopt more than one section.
- work at least 1 hour every 2 weeks at your convenience: the library is open 7 days a week in fall and winter and Saturdays mornings in the summer, beginning the first weekend in June through Labor Day. Going on vacation? No problem—just let us know.
- attend a one-hour training session, scheduled at your convenience

Duties/Tasks

- attend a one-on-one or small group orientation to learn the unique requirements of shelving for the section you select
- check materials to assure each item belongs to Webster, is in good condition for loan, and is in the proper location
- pull materials to the front of the shelf
- shift materials as necessary so the shelves have an equal amount of materials
- dust or clean the shelves as needed
- record your progress in the shelf reading notebook

Rewards and Recognition

- Show everyone that you take pride in the way the library looks! For every 25 hours of service, the library will dedicate a book in honor of the Adopt-A-Shelf volunteer.
- The volunteers' names will be placed on a nameplate at the end of their section to recognize their commitment to the library.
- Discover new authors or ones you've overlooked.
- Good stretching exercise!
- Find lost books, saving the library money to purchase new materials.
- Enjoy having a neat library and being an ambassador of the library.

How to get involved:

Please fill in the form below. Sue Lehmann, Senior Library Clerk, will contact you to schedule a training appointment. Training sessions will be offered at your convenience, but possibly with another volunteer. Sessions will last one hour.

Sue Lehmann (585) 872-7075

Application Form (one per person)

Name _____

If under 21 years old, age: _____

If under 21 yrs. old, parent or guardian's signature _____

Address _____

_____ Zip _____

Telephone(s) home: _____

work: _____ cell: _____

E-mail address _____

I would prefer a training session in the morning (), afternoon (), or evening ().

Please check one or more.

Subject areas of interest: e.g., mysteries, American history, music recordings, travel, cookbooks, folk tales. We will try to accommodate your interest choices. Please write some of your preferences in this space.

When completed, please return this form to the Reference Desk.

Thank you!



**Love the
Library?**

**Why not
Adopt-A-Shelf?**

**A free volunteer
program**

Read on.....



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