



VOLUNTEER JOB DESCRIPTION

The Austin Public Library mission: *“Connecting people with resources to foster literacy, equity and community in a safe, comfortable space.”*

As an adopt-a-shelf volunteer, you will have an area of the library to claim as your own. What does that mean? You will keep your section in tip-top shape so that patrons can easily find what they want in our clean, professional library. Your main tasks will be “reading” the shelves by scanning spine labels, pulling books to the front of the shelves, and keeping your area neat and tidy.

This volunteer opportunity is a great fit for families, companies, social groups, or individuals! It’s designed to be as flexible as you need it to be. We know the library could always use some extra care, and we want to work with your busy schedule to allow you to give back when you can. We’re here; we’re ready. Come when you can!

You might be the right volunteer if...

- You consider the library to be your own little slice of heaven. Any excuse to spend extra time in the stacks is a good excuse.
- Seeing clutter or things out of place makes you itch. You would love the opportunity to put some order to that chaos.
- You have time to volunteer, but it varies each week. You need an opportunity that is extremely flexible.

What you bring to the table:

- A passion for clean spaces and attention to detail.
- A positive, “can-do” attitude that has you excited to walk in the library’s door and get started.
- Ability to read, write, follow written and verbal instructions, and document your progress.
- Ability to walk, bend, reach, squat, lift and carry up to 5 lbs., and push a cart up to 30 lbs.

Your time commitment.

- Attend an initial library orientation and a training specific to your duties.
- Receive on-going training and support – as requested/needed.
- The size and number of shelves you’ll adopt is flexible based on your preferred time commitment.
- No required end date – stay as long as you like!

We are guided by our shared values.

- The worth and appreciation of diverse points of view
- Each individual’s right to free and equal access to information and ideas
- The value of individuals, community and culture
- The importance of innovation to meet evolving patron needs and expectations

What makes the Austin Public Library special?

The Austin Public Library is a passionate advocate for literacy and lifelong learning. The library exists to impact our community and transform its quality of life through education, civic engagement, the arts, and entertainment.

The APL Volunteer Program develops exceptional volunteer opportunities to support and enrich the library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding library experience.