



OREGON PUBLIC LIBRARY

Picklist Volunteer Job Description

General Purpose

To provide support to library circulation.

Duties

Browse library shelves in order to retrieve books, DVDs, CDs, etc. which others have reserved. This is an opportunity to learn more about library collections while assisting in locating numerous items to be shipped each day.

Working Conditions/Physical Demands of Position

1. An inside work environment
2. Bending/twisting and reaching.
3. Climbing ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Lifting and carrying 50 pounds or less.
6. Pushing and pulling objects weighing 100-200 pounds on wheels.
7. Sitting, standing, walking, stooping, kneeling and crouching.
8. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
9. Near vision: reading faded type, font size 12 or smaller on item labels.

Equipment Used

Book cart for transporting materials

Time Required

Approximately 1-2 hours per week. Prefer a commitment of at least one day per week for 3 months.

Training Required

Initial orientation and training session of approximately 1 hour. Additional training as needed.

Special Qualifications

Able to understand the arrangement of library materials in alpha or numeric sequences; able to read labels, bend, reach, stretch, lift and carry baskets of books or push a cart loaded with books; attentive to detail; able to work independently after training.

Supervisor: Circulation Supervisor

Coordinator: Volunteer Coordinator