



Books named in your honor!

For every completed term of our Adopt-A-Shelf program, the River Forest Public Library will add a nameplate dedicated to the volunteer on one of our new books or audiovisual materials.

The more time you donate, the more the collection will reflect your valuable service— both through its improvement as well as through the items that have your name on them!

Ready to volunteer?

Fill out a form on our website, in person,
or contact Joanna Bertucci
708-366-5205, x 310, or via email at
joanna.bertucci@riverforestlibrary.org

Check out our other volunteer opportunities at our website, www.riverforestlibrary.org, under the About the Library page.

Library Hours:
Monday-Thursday: 9:00 a.m.-9:00 p.m.
Friday & Saturday: 9:00 a.m.-5:00 p.m.
Sunday (Sept-May): 1:00 p.m.-5:00 p.m.
Closed Sundays Memorial Day through Labor Day

Check out the world from here!



River Forest Public Library
735 Lathrop Ave
River Forest, IL 60305
708-366-5205
www.riverforestlibrary.org

Adopt-A-Shelf!

@ the River Forest Public Library



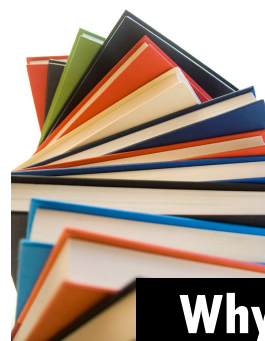
Do you love books? Are you a stickler for details? Combine your talents and help the library by becoming an Adopt-A-Shelf Volunteer at the River Forest Public Library!





Requirements

- ◆ Adopt-A-Shelf Volunteers should be at least 16 years of age.
- ◆ Volunteers should fill out an application at the library.
- ◆ Volunteers will be trained by library staff in the Dewey Decimal System, but should have a general knowledge of how to file items in alphabetical and numerical order.
- ◆ Flexible schedule is desired!
- ◆ Volunteers should be able to commit to a 3 month “adoption period”, for at least 1 hour every 2 weeks.
- ◆ Volunteers should be comfortable lifting books and audiovisual items, and have the ability to reach the top and bottom shelves.



Why Adopt-A-Shelf?

The River Forest Public Library Adopt-A-Shelf Program:

is one of a range of volunteer opportunities designed to encourage our patrons to take an active role in the library. Get engaged with your community through the library!

Our library staff works hard to maintain orderly shelves, but with the volume of our collection things can become misplaced. We know that it is frustrating when items aren't where they should be, so we are enlisting help to make sure we do the best we can at making our materials available to everyone.



Responsibilities

- ◆ Report to a library staff member when you arrive and when you leave, and record your hours.
- ◆ File the items on your shelf in order, following the Dewey Decimal System.
- ◆ Arrange your items neatly on the shelf, pulling them forward if necessary.
- ◆ Shift shelves if necessary, so that each row is easy to browse.
- ◆ Dust the shelves as you are shifting.
- ◆ Remove items that are out of place and give them to a library staff member, or refile them.
- ◆ Be able to work independently.
- ◆ Ask library staff for help if you need it!