

# Volunteers Needed:

## Monday

### Opening Duties, 8:30-10:00 am

- Collecting items from book drop
    - Checking-in materials
  - Sorting materials onto shelving carts
- Required: Strong back, 18 or over



### Circulation Desk, 10:00 am-1:00 pm

- Checking-in/out materials
  - Shelving around desk area
  - Assisting with print, FAX and photocopies
- Required: Great Customer Service, 18 or over

### Shelving (shifts available throughout day)

- Returning items to proper locations
- Keeping shelves neat and clean

Required: Ability to file alphabetically/numerically;  
ability to stoop and reach; physical stamina  
18 or over



#### Paso Robles City Library

1000 Spring St., Paso Robles, CA 93446  
805.237.3870 [www.prcity.com/library](http://www.prcity.com/library)

