

## Rewards

- For every 25 hours of service, Matheson Memorial Library will dedicate a book in honor of the Adopt-A-Shelf volunteer.
- The volunteer's name will be placed on a nameplate at the end of their section to recognize their commitment to the library.
- Discover new authors or topics.
- 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.

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## Ready to volunteer?

Fill out a Volunteer Application available for download on our web site at [www.elkhorn.lib.wi.us](http://www.elkhorn.lib.wi.us) or pick up an application at the circulation desk.

## MATHESON MEMORIAL LIBRARY

### Library Hours:

Monday-Thursday: 9am-8pm  
Friday: 9am-6pm  
Saturday: 10am-2pm

101 N. Wisconsin Street  
Elkhorn, WI 53121

Phone: 262-723-2678  
Fax: 262-723-2870  
E-mail: [crobinson@elkhorn.lib.wi.us](mailto:crobinson@elkhorn.lib.wi.us)

## Adopt-A-Shelf Volunteer Program



101 N. Wisconsin St.  
Elkhorn, WI  
(262) 723-2678  
[www.elkhorn.lib.wi.us](http://www.elkhorn.lib.wi.us)  
[www.facebook.com/ElkhornLibrary](https://www.facebook.com/ElkhornLibrary)

## Requirements

- Adopt-A-Shelf Volunteers should be at least 16 years of age.
- Volunteers should fill out an Adopt-A-Shelf Application, available at the library or on our web site.
- Volunteers will be trained by a librarian in 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 have the ability to reach the top and bottom shelves.



## What is Adopt-A-Shelf

Adopt-a-Shelf is a volunteer opportunity designed to keep the library's materials in order and dust free. Volunteers donate time to keep one section of the library neat and orderly by “adopting” that section. We try to match a volunteer with a favorite topic area such as cookbooks or gardening. Every two weeks, the volunteer spends time checking that their section is in order.

## Why do we need Adopt-A-Shelf?

Circulation of our library materials has increased 45% since the addition was completed in 2004. With over 74,000 items in the library's collection circulating regularly, it is difficult to keep the shelves in order. Sometimes people don't put items back in the proper spot when browsing or topics are so popular the shelves just look messy! Our desk clerks 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 library staff and patrons—can find the materials they need.

## Responsibilities

- 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 re-shelve them.
- Record the date, time and section completed in the volunteer log at the circulation desk.
- Be able to work independently.
- Ask library staff for help if you need it!

