



Position Title:	Shelver
Department:	Circulation Services
Grade:	1
Immediate Supervisor:	Department Head, Circulation Services

Position Summary
A non-exempt position responsible for shelving and organizing library materials. This position also performs miscellaneous tasks including but not limited to straightening as needed, shelf-reading, and searching for materials. Reports directly to the Department Head of Circulation Services. Part-time, up to 19 hours per week including some night and weekend work shifts. Schedule is subject to change.
Qualifications
<ul style="list-style-type: none"> • Minimum 16 years of age (14-15 with work permit) • Previous library work experience desirable, preferably in a public library • Attention to detail • Ability to perform work with minimal supervision • Ability to exercise good judgment when dealing with the public and staff • Ability to sort and file alphabetically, numerically, and chronologically
Essential Position Duties & Responsibilities
<ul style="list-style-type: none"> • Shelves and retrieves library materials • Maintains collections in their proper location and sequence • Ensures shelves and public areas are neat and tidy • Performs inventory checks and searches for lost, missing, and overdue materials • Answers directional questions and directs patrons to service desks for assistance • Performs other duties as assigned •
Physical Requirements
<ul style="list-style-type: none"> • Ability to stand for long periods of time • Frequent sitting, moving, bending, stooping, lifting, and reaching • Must be able to bend and reach to access and move materials on upper and lower shelves • Must be able to push and pull a fully loaded book cart as needed • Lifting up to 40 lbs • Vision for near and far

Basic Requirements for All Library Employees

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers

Last revision: