

Position Description

TITLE: Shelver

CLASSIFICATION: Shelver

PRINCIPAL DUTIES:

This support staff position is supervised and evaluated by the Director or Branch Manager and may also take direction from Coordinators & Librarians, or the senior assistant in charge of the library. Under indirect supervision, this position shelves and organizes library collection materials and helps prepare the library facilities for program use. The position reads shelves checks shelves for overdue items and applies acquired knowledge to help customer locate materials. The work requires an understanding of how the library is organized. The work performed is subject to review through observations, reports and the results achieved.

MINIMUM QUALIFICATIONS:

- Must be enrolled in school at 10th grade or higher.
- Ability to follow written and oral directions

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to alphabetize correctly
- Ability to arrange materials numerically using the Dewey Decimal system and other library filing systems
- Ability to carry books weighing 5-10 lbs.
- Ability to move book carts loaded with materials weighing 100-300 lbs.
- Ability to communicate effectively orally, in writing and by listening
- An awareness of the purposes and functions of the public library and the ability to learn routine library procedures
- An interest in library services and programs

TYPICAL DUTIES:

- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team
- Shelves library materials in proper order
- Answers directional questions
- Assists staff with checking materials for damage and removing them from the shelf
- Fills in at public service desks when needed
- Adheres to library policies and procedures
- Performs related work as required.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. Other duties may be assigned at the discretion of the Director or other supervising employees.