



## Library Shelver

REPORTS TO: Assistant Director

PURPOSE OF POSITION: Reshelving of library materials and the maintenance of library materials and library spaces in a neat and orderly fashion.

### ESSENTIAL FUNCTIONS:

1. Arranges returned materials on book trucks and reshelves them in proper order.
2. Shelf-reads and straightens materials on the shelves while shelving and as assigned.
3. Monitors library space, including picking up materials from shelves, tables, and book return carts, and light cleaning as needed.
4. Refers in person requests to appropriate personnel when necessary.
5. Monitors the behavior of patrons in the library in the interest of maintaining order. Reports problems to the Librarian-In-Charge.
6. Closing duties: picks up recycling and assists Library-in-Charge to clear building at closing time.
7. Performs other duties as assigned.

### PHYSICAL DEMANDS OF POSITION:

1. Standing, walking, stooping, kneeling and crouching.
2. Climbing: Ascending and descending short footstool.
3. Bending/twisting, reaching to 7 feet with the aid of a short footstool.
4. Talking and hearing: use of telephone.
5. Far vision at 20 feet or further, and near vision at 20 inches or less.
6. Lifting and carrying: 30 pounds or less.
7. Pushing, pulling: objects weighing 60-80 pounds on wheels.
8. Handling: processing, picking up and shelving books.
9. Fingering; sorting, shelving, and processing.

### MENTAL REQUIREMENTS:

1. Ability to Comprehend and Follow Instructions: To follow instructions from supervisor, verbally and in written form.
2. Communication Skills: Effectively communicate ideas and information both in written and oral form.

3. Reading Ability: Effectively read and understand information contained in memorandums, emails and instructions.
4. Mathematical Ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time Management: Set priorities in order to meet assignment deadlines.

JOB REQUIREMENT: Willingness and ability to work flexible hours, days, evenings, and weekends (Saturdays and Sundays).

EDUCATION/LICENSE CERTIFICATION REQUIREMENTS:

Two years of high school.

Eligibility for a Child Labor permit, if under 18.

KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION:

Ability to alphabetize and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.