



Position Description

Job Title	Page/Shelver
Department	Library
Employment Status	Part time
Exempt/Non-Exempt Status	Non-Exempt

Scope of Work

This is routine administrative and clerical work involving shelving materials, checking shelves for accuracy, and other duties designed to support the efficient functioning of the library, **according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.**

Supervision

Received	Public Services Manager, Materials Collection Manager, Community Engagement Manager or Technology Manager
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **It is the Library's expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our patrons.**

Under the general direction of **Public Services Manager, Materials Collection Manager, Community Engagement Manager or Technology Manager**, may be required to perform any of the following tasks, depending on assigned department:

Public Services:

- Provides consistent, courteous, and responsive service to all internal and external contacts, adhering to the Library's core service values.
- Shelves materials returned to or used within the Library.

- Pulls items from shelves for pick list.
- Checks shelves for accuracy; shifts materials on shelves as needed.
- Straightens, dusts and cleans shelves.
- Checks in items in the **Public Services** workroom.
- Empties book drops and return bins; prepares material for check in.
- Sorts books and audio-visual materials after they are checked in; loads items on carts and places in order before shelving.
- Assists with closing duties; ensures all patrons have exited Library, picks up materials; straightens furniture.
- Removes older books from New Book collection on regular basis; removes periodicals annually.
- Assists with training new employees.

Materials Collection Services:

- Maintains Friends of the Library book sale shelves, including sorting donations and discarding unsaleable items.
- Assists with routine interlibrary loan procedures, including the daily pick list and preparing items for transit.
- Assists with the checking in and processing of government documents, including checking items against shipping manifests, creating labels, marking documents with the depository stamp/dates of receipt and shelving documents that have been processed.
- Assists with the general maintenance of the collection, including pulling items from the shelf, shelf-reading, shifting, and other tasks as needed.
- Assists with the maintenance of the pamphlet files (general, business, local history), including typing labels, clipping articles and preparing new materials.
- Performs general data entry tasks as needed.
- Maintains first floor brochure racks and **public service desks** brochure files.
- Counts and maintains giveaway tax forms during tax season.
- Dusts, cleans and straightens shelves as necessary.
- Shelves all types of Reference materials, and other materials as needed.
- Processes all types of library materials.
- Repackages new audiovisual materials into library appropriate cases.
- Repairs books and AV packaging.
- Cleans AV discs and replaces damaged AV cases.
- Unpacks shipments and checks contents for accuracy.
- **Documents procedures and updates job manual.**
- Monitors supply usage.
- Assists with annual periodical weeding.
- Assists with special projects as assigned.
- Performs on-the-job training to other employees.

Community Engagement Services:

- Performs general upkeep of **Community Engagement Services** area.
- Assists with support tasks and crowd control at programs and events; this may include tasks such as photocopying, cutting and laminating nametags and storytelling materials, and program set-up.
- Performs basic data entry; compiles data from summer reading program.

- General organizational duties. This may include organization of the art room and program supplies and filing professional journals.

Technology Services:

- Cleans and readies the computers, printers, **public service desks** and surrounding areas for morning opening.
- **Checks all public access computers for scratch paper and pencils. Tracks inventory of necessary supplies.**
- **Opens and vacuums out SelfChecks annually.**
- **Vacuums under public computers quarterly.**
- **Cleans staff computers, printers, and surrounding areas annually.**

Other Job Functions

- Performs related duties as assigned.
- Assists with comparable tasks in other departments.

Requirements of Work

Graduation from high school or GED equivalent or current enrollment in high school and 16 years of age; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The Dewey Decimal system and the correct organization of library books and other materials. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Follow instructions. • Multi-task and prioritize workload. • Work independently, with little guidance from supervisor. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Detailed organization. • Time management.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.

- While performing the duties of this job, the employee frequently is required to stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to sit, kneel, crouch, crawl, climb or bend.
- The employee may be exposed to dim lighting and dust,
- The employee must frequently lift and/or move up to 50 pounds, and push in excess of 50 pounds in carts.