



Library Shelver Position – Adult Services 9-12 hrs weekly

Basic Requirements:

- * 16 years old or older
- * Able to arrange items in exact library number or alphabetical order
- * Have eye for detail
- * Fit enough to handle a loaded book cart, stretch/bend for shelving
- * Follows instructions exactly and with good humor
- * Works & communicates well with others and as part of a team

Schedule (06/11)

Mondays 5 pm – 8 pm; Tuesdays 5 pm – 8 pm; Thursdays 5 pm – 8 pm
Saturdays Alternating 10 am – 1 pm

Pay Rate (06/11)

\$8.50 per hour; Payroll is done biweekly

Timeline & Contact Information (06/11)

Position open until filled; We hope to make an offer as soon as possible.

Questions: Lesley Kimball, Library Director / 772-4346 / wigginml@comcast.net

SHELVER JOB RESPONSIBILITIES/TASKS

LIBRARY COLLECTIONS (SHELVING, ETC.)

Main Responsibilities:

- Shelve all items (books, music CD's, magazines, audio books) with **100% accuracy** – Requires bending for lower shelves, reaching for top shelves, lifting stacks of books
- Report concerns with items or areas regarding condition, relevance, and barriers to use
- Shelf-reading – at least 30 minutes/week

As time allows:

- Shelf housekeeping: shifting, straightening, dusting, etc.
- Ask patrons if they are finding what they need, if they need help locating items

CIRCULATION DESK

Main Responsibilities:

- Check in returned items; Check out items to patrons
- Renew and reserve items for patrons
- Multitask between shelving and customer service
- Maintain active communication with other staff members, especially the co-shelver

As time allows:

- Enter data for new patron library cards, give patron card and informational packet
- Ask patrons if they are finding what they need, if they need help locating items
- Phone service: Answer phone, make phone calls

JOB REQUIRES THE ABILITY TO MULTITASK BETWEEN THESE AREAS OF RESPONSIBILITY.