



**Job Title:** Library Shelver (limited part-time)  
**Reports to:** Lending and/or Collections Manager(s)  
**Updated:** September 2024

### **Classification**

Non-exempt from overtime and/or compensatory time provisions of the Fair Labor Standards Act (FLSA)

### **Summary**

Performs varied tasks associated with shelving and maintaining library materials.

### **Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

#### **Primary Duties:**

- Shelves materials following the Library of Congress cataloging system.
- Straightens shelves and makes sure materials are in the correct locations.
- Processes print and non-print materials for circulation.

#### **Miscellaneous Duties:**

- Sorts items in the back room for shelving.
- Reshelves new items or magazines.
- Provides customer service in locating items or offering assistance when appropriate.
- Performs other related duties as assigned.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- This position is based in the library building.

### **Minimum Qualifications (Training, Education, Experience)**

Current high school student, high school diploma or GED equivalent; customer service experience desirable; or any equivalent combination of education and experience.

### **Knowledge, Ability, and Skills**

- Knowledge of modern library procedures.
- Knowledge of catalog and shelving practices, as well as the Library of Congress Cataloging System.
- Customer satisfaction is maintained through daily interactions with customers.
- Ability to interact positively and effectively with employees and the public, to work independently, and to refer customers to appropriate staff members for assistance.
- Ability to file and arrange using alpha-numeric systems.
- Ability to provide public service courteously and diplomatically.
- Ability to execute oral and written instructions in a precise manner.
- Ability to operate a variety of office equipment and to understand and use office computer software, hardware, and online services.
- Ability to do repetitive work.
- Ability to follow through with multiple assignments with immediate supervision.
- Excellent oral communication and customer service skills. Proficient computer skills.

### **Supervision**

*Received:* Works under the direction of the Lending Services Manager.

*Exercised:* Employee does not have responsibility for supervision.

*Responsibility:* Performs varied and responsible duties requiring knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Has access to some department-related confidential information,

including customer records.

- Has frequent contact with the public and library staff.
- Errors could result in a reduction in the level of library service and adverse public relations.

### **Physical Requirements**

*(The physical demands described 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.)*

This position frequently requires sitting, communicating, or hearing, and walking; must be able to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Vision and hearing are at or correctable to normal ranges. This position requires the ability to operate a keyboard at an efficient speed.

**This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.**

**Equal Opportunity/Americans with Disabilities Act Employer**