

Mount Horeb Public Library
JOB DESCRIPTION

Job Title: Shelver
Job Classification: Library Aide I (Pay Range 1)
Reports To: Circulation Supervisor
Date Last Updated: August 22, 2019
Hours/Benefits: 4 to 6 hours per week non-exempt; no benefits

Job Purpose: Help patrons easily locate all library materials by re-shelving items according to library shelving rules.

1. Re-shelving all library materials and maintain collection.

- a. Maintain strict customer confidentiality, privacy and freedom of information as outlined in library policy and American Library Association (ALA) recommendations.
- b. Shelf all items in correct location following shelving guidelines.
- c. Identify materials in need of collection maintenance and hand off to clerks or librarian in charge of collection.
- d. Shelf-read sections of collection to ensure materials are in proper order.

2. Other duties as assigned

- a. Clerical tasks such as filing.
- b. Light cleaning tasks such as dusting and washing windows.

Minimum Knowledge, Skills, and Abilities:

- Ability to alphabetize and put items in numerical order
- Ability to learn Dewey Decimal System
- Excellent organizational abilities and attention to detail
- Strong customer service skills
- Good problem-solving skills
- Good written and verbal communication skills; ability to adjust communication style appropriately to meet the needs of the customer
- Strong interpersonal skills
- Strong organizational and time management skills; ability to plan and coordinately work independently balancing multiple work demands in a fast-paced environment
- Ability to work nights and weekends on a regular basis
- Ability to exhibit integrity in work product and in interactions with clients and other staff
- Ability to maintain confidentiality
- Ability to work cooperatively as part of a team
- Ability to hold one's self accountable for actions, successes, and failures
- Ability to be flexible in the work environment and willing and able to adapt to changing organizational needs

Physical Requirements: Primarily active work, exerting up to 50 lbs. of force occasionally; operates a computer, telephone, push cart, paper cutter, calculator, writing instruments.

Physical Demands: Usually standing, walking, lifting carrying and pushing, typing, talking-speaking clearly, hearing-conversation, and seeing-near; sometimes sitting, occasional stooping, crouching, and kneeling.

Work/Environment: Moderate noise level consistent with an office environment. Some dirt, dust, and damaged library materials.

Personal/Physiological: Interaction with people, working around people, holding oneself accountable for following policy, meeting deadlines and finishing work, planning of activities, making judgments on a regular basis, frequent changes in duties, intra-organizational and patron communication.

Acknowledgement:

I understand the purpose of this document is to describe the general nature and accountabilities required from an employee in this job. I understand it is not intended to serve as an inclusive list of all responsibilities, skills, or other requirements associated with this position. Lastly, I understand this job description will be used to provide training and manage my performance.

Employee Name (printed): _____ **Date:** _____

Employee Signature: _____ **Date:** _____