

JOB TITLE Library Shelver - OPEN UNTIL FILLED



DEPARTMENT	Materials
REPORTS TO	Associate Director
SUPERVISORY OF	None
FLSA STATUS/HOURS	Non-exempt
CERTIFICATION LEVEL	None
COMPENSATION	\$12.50 - hourly
HOURS	Mon 3-6 pm; Wed 3-6 pm

Role and Responsibilities:

The Library Shelver is responsible for ensuring that library materials are organized and accessible to patrons. This role involves shelving books, DVDs, and other materials in their proper locations, maintaining the order and cleanliness of the library, and assisting with other library tasks as needed. The ideal candidate is detail-oriented, organized, and committed to providing excellent service to library users. This position may require a variety of day, evening, and weekend hours.

Essential functions are described below with other duties as assigned.

- **Shelving:** Accurately shelve books, magazines, DVDs, and other library materials according to the library's classification system.
- **Shelf Reading:** Regularly check shelves for accuracy and proper organization, ensuring materials are in their correct locations.
- **Book Returns:** Process returned materials and prepare them for re-shelving.
- **Organization:** Maintain the order and cleanliness of the library's shelves and public areas.
- **Patron Service:** Provide basic assistance to patrons in locating materials and navigating the library.
- **Special Projects:** Assist with special projects and tasks as assigned by library staff, such as setting up displays or preparing materials for events.
- **Collaboration and Communication:** Work with other library staff to ensure a welcoming and efficient library environment.

Qualifications:

- **Education and Experience:** High School Diploma or equivalent
- **Skills:**
 - Strong attention to detail and organizational skills, including ability to read, alphabetize and order numbers..
 - Ability to follow detailed instructions and library classification systems.
 - Good communication skills and a customer service mindset.
 - Basic computer skills.
 - Physical ability to lift, carry, and shelve books and other materials.

Physical/Mental Requirements

To perform this job successfully, an individual must be able to perform each of the essential duty satisfactorily. Reasonable accommodations may be made to enable individuals to perform essential functions.

- Mobility to work in an office setting, using standard equipment and the stamina to sit, stand and walk for extended periods of time, strength to lift up to 20 lbs; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

Send resume to: Scott Tracey - stracey@wlaf.lib.in.us