

PAGE / SHELVER

Responsible to	Circulation Desk Supervisor
Classification	Special Status Employee
Qualifications	High School graduate or high school student Must be at least 16 years of age Knowledge of the alphabet Ability to utilize the Dewey Classification system Ability to work with attention to detail Dependable work habits Computer competency Ability to work evenings and weekends
Primary Function	Keeps the library and its materials in proper order by accurate shelving and shelf-reading of library materials. Maintains the general neat appearance of the library and its collection.
Responsibilities	<ol style="list-style-type: none">1. Shelves library materials accurately2. Reads and straightens shelves. Shifts and straightens materials as necessary3. Performs opening and closing library procedures4. Keeps library neat by clearing tables of materials and straightening furniture5. Empties the book drops6. Assists with holds7. Assists with certain functions at the circulation desk8. Demonstrates knowledge of library policies and procedures9. Supports Behavior Policy (library code of conduct)10. Performs other related duties as required
Physical Requirements	Ability to stand for at least 3 hours Ability to bend, stretch and lift up to 30 pounds