

## **PIEDMONT REGIONAL LIBRARY SYSTEM**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

**JOB TITLE:** Shelver

**HOURS:** Part time

**SCHEDULE:** May be assigned any hours, including evenings and weekends

**JOB SUMMARY:** The Shelver is responsible for shelving materials and maintaining order in the public area of the library.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

Works in the public service area of the public library weekdays, evenings, and/or weekends. Examples of duties:

- Assist with the preparation and acceptance of transits
- Sort and shelf books and other library materials
- Check shelves regularly to maintain order
- Keep public areas neat and orderly
- Participate in and complete staff development opportunities

### **MAY ALSO:**

- Assist patrons in finding resources in the print collection
- Assist patrons in the use of the photocopier, printer, and other equipment
- Assist patrons in the use of public computers including the Internet and word processing
- Assist with opening and closing procedures as assigned
- Prepare displays

### **QUALIFICATIONS:**

- Ability to learn the Dewey Decimal System and general organization of library materials
- Ability to meet the schedule of the job including some evenings and weekends
- Computer and Internet skills
- Good oral and written communication skills
- Ability to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Ability to stand and be on feet for several hours at a shift
- Some high school preferred

### **TRAINING, SUPERVISION, AND EVALUATION:**

Training, supervision and evaluation are provided by the Library Manager. Employee must be capable of reasonable maturity and self-direction in performing duties and assuming responsibilities.