

Hales Corners Library
Job Description
Library Page – Shelver

Reports to: Circulation Supervisor

Purpose of Position: Under immediate supervision, reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, assists in other support tasks as assigned.

Essential Functions:

1. Arranges returned materials on book trucks and reshelves material in proper order.
2. Shelf reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas. Completes minor dusting of the shelves as necessary.
3. Empties book drop and takes returned items to the circulation desk for checking in.
4. Completes opening and closing procedures as directed.
5. Answers directional questions and refers library customers to appropriate personnel for all other questions.
6. Assists with basic circulation desk procedures, such as checking in.
7. Assists with library programs and displays as needed.
8. Provides minor assistance year-round in upkeep of the library grounds, such as shoveling of snow, salting and sanding of walks, and pickup of litter.
9. Follows and enforces library policies and procedures; reports all breaches of policy to the Circulation Services Supervisor.
10. Performs light housekeeping.
11. Performs other related tasks.

Knowledge and Abilities Required for the Position:

1. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
2. Ability to file accurately and quickly.
3. Ability to follow detailed directions.
4. Ability to understand and perform assigned library procedures.
5. Ability to maintain confidentiality of library patron information.
6. Ability to maintain a regular work schedule.
7. Ability to complete timesheet and submit on time.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
9. Ability to perform moderately heavy physical work.
10. Working knowledge of English grammar and spelling.

Physical Demands of Position: The physical demands described here 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.

1. Ability to work in confined spaces.
2. Bending/twisting, reaching and feeling.
3. Climbing: Ascending and descending short footstool.
4. Handling, picking up and shelving books.
5. Lifting and carrying, 50 pounds or less.

6. Pushing, pulling: objects weighing 300-400 pounds on wheels.
7. Standing, walking, stooping, kneeling, and crouching.
8. Talking, hearing, and near vision.

Mental Requirements:

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Communication skills: effectively communicate ideas and information both in written and oral form.
5. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
6. Reading ability: effectively read and understands information contained in library automation system, memorandums, reports, bulletins, etc.
7. Time management: set priorities in order to meet assignment deadlines.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment with some outside work all year round. The noise level in the work environment is usually quiet to moderate.

Equipment Used: Book truck, library automation system, copier, printer.

Job Requirement: Willingness and ability to work flexible hours, frequent evenings, and weekend hours (Saturdays and Sundays).

Education and Experience:

1. Must be 14 years old. (Child labor permit required.)
2. Ability to alphabetize and work with the Dewey Decimal Classification system.
3. Some previous library experience preferred.
4. Strong customer service orientation.

Wages and Benefits: Wages and benefits set by the Library Board.

Residency: The Hales Corners Library does not have a residency requirement.

Approved by the Hales Corners Library Board May 27, 2021

The duties listed above 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.

The 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.

I have reviewed and received a copy of this job description.

(Signatures added after employment)

Supervisor

Date

Employee

Date