

Schaumburg Township District Library

Job Description

Job Title: Shelver
Department: Circulation
Reports To: Shelving Supervisor/Director of Circulation
FLSA Status: Non-Exempt
Classification: Library Staff 1
Prepared Date: November 14, 2017
Approved By: Kathy Morgan/Monica Harris

SUMMARY

The Shelver is responsible for unloading carts, shelving materials, and keeping the collections in order, throughout the Library. In addition, the Shelver must have working knowledge of the SIRSI computer system and be able to provide back-up coverage at the Circulation Desk for all breaks and meal periods. This position entails a great deal of physical exertion, see Physical Demands, below. This position also requires good organizational and communication skills and the flexibility and training to move from task to task in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Push heavy carts from area to area and unloads materials.

Shelve library materials in the appropriate areas, by:

- understanding all spine label designations,
- shelving materials in order of the Dewey Decimal System and alphabetic order,
- checking materials for damage and due date cards,
- knowing the location of all categories of library materials,
- maintaining working knowledge of the different shelving procedures in each department.

Improve the appearance and functionality of the library by straightening public areas.

Shelf-read assigned areas and straighten collection as needed; removing out-of-place materials for re-shelving.

Instruct patrons in the use of the online catalog, when requested.

Maintain working knowledge of duties and responsibilities required of Circulation Desk employees.

Provide back-up assistance in the absence (breaks, meals, vacations, etc.) of Circulation Desk employees.

Maintain working knowledge of the SIRSI computer system, and other computer hardware and software used in the Circulation Department, including screen changes and adapting to new programs.

Maintain open communication with librarians regarding collection development and weeding.

Alert Supervisor or designee of any problems.

Attend training as required or requested.

Abide by the Standards of Excellence for employees and policies and procedures of the library.

Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.

Communicate clearly in English, in person, over the telephone and in writing.

Cope with the stress of the job and get along with coworkers.

Maintain the ability and patience to understand and make yourself understood by non-English speaking patrons.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this job.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Specific activities include being able to: stand for long periods of time; bend, stoop, or reach to lift 20 lbs. of library material; and move heavy carts weighing approximately 250 lbs. over carpeting and protruding wire covers in the floor, between departments and library levels. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, color vision, and depth perception.

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.

The noise level in the work environment is usually moderate to loud.

COMMENTS