

Shelver

RESPONSIBLE TO: Circulation Supervisor

JOB RESPONSIBILITIES: Sort, shelve, or file library materials such as books, magazines, newspapers, DVDs, CDs, AV materials, microform, or other media.

TIME REQUIRED: Minimum of 3 hours per week.

LENGTH OF TIME COMMITMENT: Minimum of 3 months or ongoing

TRAINING PROVIDED: Orientation and instruction in shelving system by Circulation Supervisor.

QUALIFICATIONS, SPECIAL SKILLS REQUIRED:

- Ability to bend to floor level and reach a height of 75 inches
- Ability to push movable carts loaded to a maximum of 100 pounds
- Ability to read 10-point type
- Ability to tolerate dust, mold, etc. accumulated on books and materials
- Ability to lift up to 40 pounds
- Skill in operation of office machines and equipment
- Knowledge of library automation system

Driggers, Preston and Eileen Dumas. *Managing Library Volunteers* (2nd ed.). Chicago: American Library Association, 2011.