

## **Ridgefield Library Association**

**Job Title:** Shelver

**Reports to:** Head of Collection Management

### **Purpose:**

To support library service primarily by shelving and organizing library collection materials and helping to process materials for circulation. The position reads shelves, shelf checks overdue items and helps patrons locate materials.

### **Duties and Responsibilities:**

- Shelf and retrieve library materials
- Inspect materials for condition
- Check shelves for proper order
- Help patrons or refer them to other staff
- Assist with materials processing
- Perform related duties as assigned

### **Qualifications and Requirements:**

- Ability to learn library organization, terminology, and materials
- Ability to file alphabetically and numerically, with attention to detail
- Ability to reach, bend, stretch, stoop, and lift materials on shelves from floor level to up to 7 feet high, for up to 3 or 4 hours per day
- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds
- Ability to work three or four shifts per week, including weekends, as scheduled
- Ability to work independently, as well as with others as a member of a team
- Ability to deal tactfully, courteously, and effectively with patrons of all ages and with other employees
- Basic oral and written communication skills
- Basic computer skills
- Library experience preferred