

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.

Essential Duties:

- 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 as needed
- Perform related duties as assigned

Knowledge & Skills:

- Ability to learn library organization, terminology and materials
- Ability to file alphabetically and numerically, with attention to detail
- 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
- Ability to communicate effectively both orally and in writing
- Basic computer skills required
- Library experience preferred

Physical Requirements:

- 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.

Qualifications:

- High school diploma or equivalent.
- One (1) year of relevant experience in a related position (examples include working in a library, customer service position in a retail store). Education and/or experience must demonstrate possession of the knowledge, skills and abilities listed above.
- Ability to work a flexible schedule that will include a mix of weekday and weekend hour

Shelver, June 2025