

Library Aide (Shelver)

Nature of work:

To ensure that Library materials are returned to the shelves in a timely and accurate manner and that the Library shelves are maintained in a tidy condition. This is an hourly position, non-exempt from the Fair Labor Standards Act regulations.

Primary Duties:

1. Sort and return all materials from the holding area to the exact location as indicated by the spine label.
2. Leave the carts in the holding area sorted into order for ease of shelving what was left at the end of a shift.
3. Direct patrons with inquiries to the appropriate staff member for assistance.
4. Shelf read when appropriate to ensure that all materials are shelved accurately.
5. Return step stools to their location under an end unit display preventing them from becoming a hazard to patrons and staff.
6. General processing of materials including scanning barcodes, saving records and shifting shelved materials.

Physical Demands:

- Frequent walking and standing (upwards of two hours at a time.)
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements for All Library Employees:

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff and department meetings.

Job Specific Requirements:

Keeping materials accessible to the public is a major part of library work. Good shelvers are valuable assets to any library. The ideal shelver has:

- knowledge of the alphabet and decimals
- ability to accurately organize materials
- ability to lift, move and reach high and low shelves
- basic computer skills
- ability to interact well with the public

Compensation:

Hourly wage of \$9.94

Work Schedule:

10 Hours per week:

Tuesdays - Evening

Wednesdays - Evening

Saturdays - Afternoon

Availability to substitute a plus.

To Apply:

Submit a completed employment application to
Upper Moreland Free Public Library, Attn: Katie Fitzpatrick
109 Park Ave, Willow Grove, PA 19090
or kfitzpatrick@mclinc.org

Employment applications can be obtained at the library or online at
<http://www.uppermorelandlibrary.org/about/employment/>

ADA/EOE