



## **Qualifications**

### *Education and Experience*

No minimum education or experience needed.

### *Skills*

- Willingness to work on a part-time basis.
- Knowledge of arithmetic, especially simple decimals.
- Ability to arrange items in alphabetical and numerical order.
- Ability to follow oral and written instructions.
- Ability to perform simple manual and clerical duties.
- Ability to work efficiently and on a timely basis.
- Ability to work effectively with other library employees, volunteers and library patrons.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to learn use of computers; basic knowledge of technology.

### *Physical, Mental and Environmental Requirements*

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

*This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.*

## SHELVING PROCEDURES:

1. Before returning library materials to their shelf locations, all items MUST be checked into the automation system.
2. Sort books into appropriate order:
  - a. **Fiction** is sorted and shelved alphabetically by the author's last name, then alphabetically by title for more than one title by the same author
  - b. **Non-Fiction** books are sorted and shelved by the number on the spine of the book. This number is called the Dewey Decimal Classification Number. The decimal is important to note. Then the non-fiction books are sorted and shelved alphabetically by title when there is more than one title by the same author under the same classification number.
  - c. **Biographies** are sorted and shelved alphabetically by the subject's last name.
  - d. **DVDs** are sorted and shelved alphabetically by title.
3. Books and DVDs must be shelved flush with the front edge of the shelf, unless they are larger than the shelf width and extend beyond the edge. Please straighten books that are pushed in on the shelves.
4. A space of at least six inches beyond the bookend should be vacant. Always use bookends.
5. When shelves are crowded, shift the books up or down shelves to make room.