MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Page (temporary employee) REVIEWED/REVISED: 8/11/09,

 2/26/14

SECTION: Circulation Services

SUMMARY

Under immediate supervision, this hourly employee checks in library material andreturns material to its proper location. Reports to the section supervisor or ranking staff member in Circulation Section.

DUTIES/EXAMPLES OF WORK

RETURNS MATERIALS TO PROPER LOCATION (75%)

1. Sorts materials for shelving.
2. Returns materials to proper collections and locations.

MAINTAINS SHELVES IN PROPER ORDER (15%)

1. Verifies and corrects as needed the order of the items on the shelves.
2. Does routine bibliographic checking.
3. Checks shelves for items on Trace List.

CHECKS IN LIBRARY MATERIALS (5%)

6. Processes materials being returned to library, checks in on computer system, and

 arranges materials on sorting shelves.

7. Evaluates material’s physical condition for repair or replacement.

OTHER TASKS AS ASSIGNED (5%)

KNOWLEDGE AND ABILITIES:

1. Ability to understand and perform routine library procedures.

2. Ability to communicate effectively with staff and public.

3. Ability to sort efficiently in alphabetic or numeric order, and to develop a working

 understanding of the Dewey Decimal and Cutter systems of library materials

 arrangement.

4. Ability to follow directions.

5. Ability to perform moderately heavy physical work.

6. Ability to maintain a regular work schedule.

PHYSICAL DEMANDS OF POSITION:

1. Standing, walking, stooping, kneeling and crouching.

2. Climbing: ascending and descending short footstool.

3. Bending/twisting, reaching and feeling.

4. Talking, hearing and near vision.

5. Lifting and carrying: 50 pounds or less.

6. Pushing and pulling: objects weighing 60 – 80 pounds on wheels.

7. Handling: picking up and shelving books.

MENTAL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written

and oral form.

2. Reading Ability: effectively read and understand information contained in

 memoranda, reports and bulletins.

3. Ability to Comprehend and Follow Instructions: effectively follow instructions from

 supervisor, verbally and in written form.

4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction,

 multiplication and division) without the aid of a calculator.

5. Time Management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

EQUIPMENT USED:

Book trucks (carts) for transporting materials to proper areas for reshelving, computer and scanner for checking in materials, other equipment as technology advances.

EDUCATION AND EXPERIENCE:

1. Education equivalent to sophomore in high school.

2. Eligible for a Child Labor permit, if required.

3. No experience required.