# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION SHELVER/LIBRARY AIDE

**PART-TIME NON-EXEMPT**

**NATURE OF WORK:** This is a paraprofessional/clerical position, which performs clerical and other library work as required under direct supervision of the Director and full-time staff. Position includes evening and Saturday hours.

**DUTIES:** Includes shelving, working the circulation desk, computer assistance and patron assistance.

**EXAMPLES OF WORK:** (Illustrative Only)

# Circulation Desk

* 1. Shelve materials in proper order and maintain neat and orderly shelf areas.
  2. Checking in and out of library materials.
  3. Collecting fines and fees for overdue, lost or damaged materials.
  4. Registering patrons for library cards.
  5. Inspect materials for damage when returned.
  6. Maintain an orderly and clean work area.
  7. Place holds on materials for patrons.
  8. Maintain hold shelf and prepare holds from/for other libraries.
  9. Answer telephone and direct to appropriate personnel.

# Patron Assistance

* 1. Assist patrons with online catalog, databases, computers, photocopier, and other library equipment & resources.
  2. Assist patrons in locating materials.
  3. Answer reference and reader’s advisory questions within their scope of knowledge and refer those which cannot be easily answered to other staff.

# Other

1. Understand, follow and enforce library policies and procedures.
2. Assist with library displays and programs, as needed.
3. Prepare materials for checkout.
4. Promote library programs, services and resources to customers.
5. Attend staff meetings and continuing education programs as requested.
6. Perform other related work as required.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective, cooperative & courteous working relationships with the public, co-workers & supervisors.
2. Ability to understand and efficiently perform library work as directed.
3. Ability to maintain a friendly, helpful and professional appearance at all times.

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1. Ability to sort efficiently and to develop a working understanding of library services & resources.
2. Possess good spelling and typing skills, knowledge of computers and other library equipment.

# PHYSICAL DEMANDS OF THE POSITION

1. Frequent standing, walking, stooping, kneeling, crouching, and sitting.
2. Handling of items including picking up and shelving.
3. Bending/twisting and reaching; use of a step stool.
4. Pushing and pulling objects weighing 60-80 pounds on wheels.
5. Lifting and carrying up to 50 pounds.
6. Talking and hearing; use of the telephone.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

1. Must have completed two years of high school or be at least sixteen.
2. No experience is required, but willingness & ability to learn is a must.

*Approved by the Library Board April 11, 2018.*