**Library Shelver-Duties**

The Library Shelver will assist the Librarian on duty by performing the following tasks on a daily basis:

* Clearing book drop and bringing items to check-in.
* Check-in library materials
* Sorting items that have been checked in for shelving
* Shelving all items after they have been sorted
* Cleaning materials as needed
* Bring materials needing mending to the Librarian’s attention
* Assisting patrons by resetting Internet and Link stations
* Assisting patrons in finding the location of items in the library.
* Listening to children’s book reports.
* Preparing projects for children’s story time as instructed by Children’s Librarian.
* Dusting and “reading” shelves
* Preparing recyclable for trash pickup
* Opening and closing the library, as required.

Job duties are not limited to the above activities; but will include other duties as assigned.

This job requires the ability to bend, stoop, lift up to 25 pounds and stand for long periods of time. A library shelver must to able to alphabetize and sort numerically.