



LAKE VILLA DISTRICT LIBRARY

Job Description

JOB TITLE	DEPARTMENT	PAY GRADE
Shelver	Circulation Services	3
CLASSIFICATION	SCHEDULE	REPORTS TO
Part-Time Non-Exempt	TBD – includes daytime, evening and weekend hours	Head of Circulation Services / Shelving Manager

POSITION SUMMARY

Under the supervision of the Shelving Manager, this employee sorts and organizes library materials, returns materials to proper locations within the library, and retrieves materials for requests.

ESSENTIAL RESPONSIBILITIES

- Prepares and organizes carts for shelving of library materials in a timely and efficient manner.
- Shelves all library materials.
- Checks shelves to ensure that materials are in proper order; shifts materials as needed; assist with maintaining displays.
- Assists with operation of automated material handling system and retrieves returned material bins.
- Provides directional information to patrons and refers patrons to appropriate library staff to answer other questions.
- Provides accurate, friendly, courteous service and assures a positive library experience.
- Shelf reads assigned areas to ensure materials are in correct order and straightens collection as needed.
- Assists with library building opening and closing procedures including picking up abandoned materials and straightening furniture in public areas.
- Retrieves items from collection and assists with material searches.
- Informs Shelving Manager of matters relating to shelving operations.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrable alpha-numeric recognition skills.
- Ability to pass shelving test.
- Ability to work with efficiency and accuracy.
- Ability to return library materials to proper locations throughout the library.
- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Ability to follow directions and complete tasks.

- Ability to use good judgment in making decisions and referring question to appropriate staff.
- Attention to detail.
- Ability to work independently.
- Ability to communicate clearly and effectively.
- Ability to comprehend oral and written instructions.
- Awareness of library resources, practices, policies, and procedures.
- Ability to establish and maintain harmonious working relationships.
- Ability to use keyboard and computer.
- Supports LVDL's mission and demonstrates a commitment to the library's strategic plan.

QUALIFICATIONS

- Minimum age 16 years or 2 years high school or equivalent.
- Ability to work daytime, evening, and weekend hours.
- Access to transportation.

Physical Requirements: (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, speak, and hear.
 - Ability to read, write and communicate fluently in English.
 - Frequently required to bend, stoop, kneel and crouch.
 - Physical ability to stand for extended periods of time.
 - Ability to walk from one area of the Library to another.
 - Physical dexterity to reach shelves of various heights.
 - Ability to sort, lift, and carry items up to 20 pounds.
 - Ability to push/pull items of 150 pounds or higher while utilizing a cart.
 - Ability for perform repetitive hand motions for extended periods of time.
 - Visual acuity sufficient to read various font sizes.
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