



FACT SHEET: Shelver
(Part-time, 18-hours per week) 12/2017

TO APPLY: Complete an LCLS Application for Employment (available at lclsonline.org/work).

Please scan and email to office@lclsonline.org. This position is open until filled.

RESPONSIBILITIES

The primary responsibility of the individual in this position is to shelve, organize and inspect books and audiovisual materials in an assigned area. The Shelver participates in closing procedures and in check-in of materials.

QUALIFICATIONS

Successful candidates must be fast, accurate and self-motivated; able to keep books in perfect order; able to tidy shelves and seating areas; work well on his/her own with minimal supervision; be very organized; and enjoy doing repetitive tasks. Knowledge of Dewey Decimal Classification and/or a high comfort level with numbers and alphabetizing is critical.

SCHEDULE

Shelving positions involve working 18-hours a week. The schedule changes weekly. Shelvers are expected to work four to five hours every Saturday and four hours every other Sunday. Shelvers generally have two days off a week, but rarely are those days in a row. Shelvers are expected to close at least two evenings a week Monday through Thursday, and must work their full hours every week.

The schedule is subject to change for the needs of the library. **Library personnel must be willing to work any hours the library is open and also before hours for general staff meetings and staff in-service days.** Library hours are currently Monday through Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m.

REMUNERATION

The salary for this position is **\$8.83** per hour.

BENEFITS

Employees pay into Social Security. This position carries no holiday pay, vacation leave or sick leave. A prepaid legal services agreement is available at the employee's expense. Library employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union. No other benefits are offered.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988.

If you have any questions about this position, contact Lori Lewis (Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian) at llewis@lclsonline.org.