

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
SHELVER	NON-EXEMPT
Division	Pay Grade
CIRCULATION & BRANCH SERVICES	12

JOB SUMMARY

Shelves, organizes and inspects library materials in an assigned area. Participates in closing procedures and checks-in materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Meets patrons at their point of need.
4. Clears red shelves in an assigned area during shifts.
5. Straightens shelves in an assigned area every day. If other Shelves are not scheduled, then the individual in this position straightens all shelves in the library.
6. Shelves books or audiovisual materials in an assigned area.
7. Shifts materials as needed to provide adequate space for materials on shelves. Informs Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian if signage needs to be changed due to shifting.
8. Ensures that damaged and worn items are not shelved. Takes these items to assigned area.
9. Monitors item return. Takes items to Sortation Room to be inducted and checks in items.
10. Notifies Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian with issues in shelving.
11. Puts items on carts for shelving in order. Takes any damaged or worn items to assigned area.
12. Completes duties at closing according to the closing checklist.
13. Checks in or inducts books as assigned.
14. Reads shelves to make sure books are in accurate numeric or alpha/numeric order for at least four 15-minute shelf readings a week.
15. Works Greeter Desk as assigned.
16. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- At least 16-years old; and
- Demonstrated ability to read; and
- Demonstrated ability to file, or learn to file, alphabetically and numerically.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Accurate numerical and alphabetical filing skills.
- Exhibits good time management and organizational skills.
- Ability to work independently with limited supervision.
- Ability to maintain a high volume and quantity of work.

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- Ability to learn a variety of software programs related to library operations including word processing and integrated library systems.

REPORTING RELATIONSHIPS

Reports to: Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian

Supervises: None

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of materials from one location to another.

LATEST REVISED DATE 03/16/18