

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
SHELVER	NON-EXEMPT
Division	Pay Grade
CIRCULATION & BRANCH SERVICES	20

JOB SUMMARY

This position inspects, organizes and correctly shelves library materials and knows how to operate and troubleshoot the library's automated sort system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Provides exceptional customer service.
3. Shelving responsibilities
 - a. Shelves library materials, in correct order, in an assigned area and library-wide.
 - b. Straightens shelves and clears red shelves during every shift.
 - c. Shifts library materials, as needed.
 - d. Ensures library materials are in correct order according the specific call number conventions assigned.
 - e. Ensures damaged and worn items are not shelved. Follows procedures for damaged items.
 - f. Performs closing duties, ensuring shelves are clean and tidy.
 - g. Reads shelves weekly to ensure accurate numeric, alphabetical or alphanumeric order of library materials.
4. Automated sortation system responsibilities
 - a. Collaborates with the Lead Shelver, other shelvees and supervisor to monitor and check-in returned library materials using the automated sort system, as scheduled.
 - b. Loads and orders materials carts with library materials for distribution for shelving.
 - c. Empties book returns.
 - d. Troubleshoot computers and the automated sort system.
 - e. Follows correct protocol for reporting issues with the sort system to Facilities Unit and Information Technology Division.
5. Maintains knowledge of procedures and policies of Laramie County Library. Interprets and applies policy in order to make decisions regarding patrons and procedures.
6. Observes patron behavior in relation to the Code of Conduct. Follows guidelines for applying standards and consequences. Enlists assistance from other employees, managers, administration, security, and law enforcement as needed. Reports violations in a timely and professional manner.
7. May serve on library-wide committees or teams.
8. Works the Greeter Desk as assigned.
9. 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.

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

REPORTING RELATIONSHIPS

Reports to: Circulation & Branch Services Assistant Manager/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.

LAST REVISED 7/2024