

**CHERRY VALLEY PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION
2024-2025**

Position: Youth Services Shelver

Education: Minimum of high school diploma or equivalent or in process

Salary: \$15.00/hour

Benefits: Paid holidays, vacation, PTO, paid sick time

Hours: Average of 6-10 hours/week; set by Youth Services Manager.

Qualification Standards:

- Ability to push or pull up to 200 pounds and lift up to 25 pounds regularly.
- Ability to bend, reach, sit, stand, and walk as needed throughout shift.
- Demonstrable English reading skills.
- Ability to communicate effectively orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring question to appropriate Library staff members.
- Attention to detail.
- Ability to work independently.
- Ability to have a physical presence in the library.
- Commitment and desire to provide excellent service to library patrons.

Examples of duties:

- Sorts library materials accurately either alphabetically (fiction and biography) or by Dewey Decimal Number (nonfiction).
- Pushes cartloads of books and/or other library materials to various sections of the library for shelving.
- Shelves and files books and other library materials in their proper locations. The minimum standard for book shelving is 50 books in a 30-minute period with a 95% rate of accuracy.
- Straightens shelves, re-shelves materials that are out of order, aligns materials orderly to the front edge of shelves.
- Helps patrons locate materials and answers patron questions as able.
- Pulls materials which need repair and brings them to the attention of the circulation staff.
- Pulls materials for which another serial (annual) has superseded the copy on the shelf and brings this to the attention of cataloging staff for possible weeding.
- May make recommendations for "series" shelving and need for labeling.
- Pulls materials for Technical Services Manager to review with Dewey numbers that may be in error.
- Clears tables, straightens chairs and keeps areas of the library neat.
- Recommends to Youth Services Manager shelving areas that are tight and need shifting.
- Assists with shifting as requested by the Youth Services Manager in coordination with collection development personnel.
- Pulls new materials that need their locations changed by staff and removes stickers.
- Shelf reads materials, reading five places on either side of material being shelved.
- May check in library materials as directed by the Youth Services Manager.
- Completes other duties as assigned.

The "Examples of Duties" listed above are not meant to be a complete rendering of all the duties that may be performed by the individuals in this position. The "Examples of Duties" is only meant as a guide to the primary and most common duties performed by individuals in this position.

Customary Hours:

Weekdays and weekends set in consultation with the Youth Services Manager for a total work week of up to 10 hours; able to trade hours with other shelver(s) as verbally approved by the Youth Services Manager.