

## Job Description

### TITLE

**Shelver**

### DEPARTMENT

**Children's Services**

### BASIC FUNCTION

Shelvers make library materials accessible by filing them correctly and by maintaining the shelves in orderly condition.

### REPORTING RELATIONSHIPS

Children's Services shelvers report to a designated Librarian. In the absence of the shelver supervisor, the shelvers are responsible to the Head of Children's Services. In the absence of both, the shelver should report to the most senior person in the department.

### RESPONSIBILITIES & REQUIREMENTS

1. Shelf books & other materials in the Children's Library. Requires ability to sort efficiently in alphabetic or numeric order. Help maintain and restock book displays.
2. Maintain neatness & order through frequent shelf reading to insure proper organization of the collection. Check for damage, mistaken labeling, etc.
3. Maintains contact with supervisor and follows general library news via library email account.
4. Requires ability to communicate with children and adults. Helps members of the public with basic directional questions and directs patrons to a librarian or library associate for help with more complex questions (reference questions.)
5. Requires ability to lift, bend and carry. Must be able to push heavily loaded book carts in & out of elevators and to load & unload carts. Must at times navigate stairs while carrying library materials.
6. Must have ability to work using full bodily movement such as bending, kneeling, stretching, reaching, pushing, and pulling associated with shelving books and pushing book carts. Must have sufficient physical strength to push carts weighing 30-40 pounds.

*Apply now to begin in Fall or Summer 2020. This is a year-round, 8-12 hours per week position. Salary starts at \$10.25 per hour. Please send resume to [jobs@westportlibrary.org](mailto:jobs@westportlibrary.org) (include "Shelver Children's Services" in the subject line; OR print and complete this [Application for Employment Form](#) and mail to **Human Resources Department, att: Shelver Children's Services, 20 Jesup Road, Westport, CT 06880.***