

Adult Shelver, Part Time

Westport, CT

You have an opportunity to join a great team of dedicated staff who are committed to excellent patron services and who are transforming the Westport Library to meet the evolving needs of our patrons.

The Library is recruiting for a part-time Adult Shelver available to work weekdays, evenings, and weekends.

Responsibilities:

- Retrieve items from Book Drops and check items in.
 - Able to handle the library's operating system to perform a series of tasks: edit Item records, change an item to Mending or Search in Progress, retrieve patron account information.
 - Shelving of Library materials – knowledgeable of Dewey Decimal system
 - May need to assist in the 'Shifting' of the stacks.
 - Assist in the monthly 'Items Missing' report. Search for 'Missing' items and follow instructions for process.
 - Needs to communicate Collection issues to manager.
 - Maintain the order & neatness of shelved items.
 - Be able to assist patrons in the stacks with finding materials.
 - Must be able to reach above their head and bend down.
 - Lift library materials out of book drops and push heavy book carts.
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- **Rate: \$13.00 per hour**

Send resume to: jobs@westportlibrary.org – please include the job title in subject line.