

Farmington Community Library

Employee Classification:

Library Shelver

Job Summary:

The work of the Library Shelver is integral to the smooth operation of the Library by assuring that Library materials are returned to shelves in their proper order. Shelvers work under the direction of the Shelving Supervisor at the Farmington Hills Location and the Assistant Patron Services Dept. Head at the Farmington Location.

Essential Duties/Responsibilities May Include:

- Retrieves materials from book chute areas and sorts in Dewey Decimal order.
- Shelves in proper place any returned items: books, magazines, audio-visual and other materials.
- Periodically, “reads” shelves to assure proper order is maintained.
- Monitors and clears the public areas of any materials left by patrons.
- Assists at the Circulation Desks to support Library Assistant staff.
- Serves as Telephone Receptionist to forward in-coming calls.
- Assists patrons in the use of microform or copier equipment.
- Answers patron’s directional questions and refers all other questions to the appropriate service desk personnel.
- Assists with meeting room set-up and light custodial duties.
- Checks in new periodicals, under supervision of Library Assistant or Librarian.
- Assists in program set-up for the Children’s Department.

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.