

Job Posting

Position Title: Shelver, part-time Temporary (11 hours/week), Adult Services

Date posted: July 3, 2024

Description

Adult Services is seeking a friendly, helpful, knowledgeable, accurate Shelver, part-time.

This position is vital to the success of the library and its services. Materials must be in their correct place for others to find and use them. If you are an accurate, detail-oriented person who loves making order out of chaos, this job is for you.

The shelver combines multiple carts containing a mix of items into carts of similar items that are in alphabetical or numerical order. These carts are then pushed to the shelves and the items put away. Additionally, the shelver checks that items already on the shelf are in correct order and straightens that area. The shelver also picks up items left behind throughout the building.

The successful candidate will be a detail-oriented person. An enjoyment of working with people and providing excellent service are also key—shelvers are on the floor and easily accessible to patrons. Shelvers answer questions about the collection and help patrons find materials.

Apply for this great job if you are energetic, enjoy making people happy, like putting items where they're supposed to be, and can do so accurately each and every shift.

Duties

- Sort, shelve, and file various library materials accurately according to library classification systems
- Review shelves for accuracy
- Reshelve misplaced items
- Maintain the neat and orderly appearance of the Adult Services and AV areas
- Provide top quality, patron-focused interactions to patrons of all ages who visit the library
- Utilize the library's email system
- Assist with shelving in other departments when there is a need
- Additional projects may include tasks such as using lists to gather items or processing materials being removed from the collection

Skills:

- Ability to file alphabetically, numerically, and alphanumerically
- Distinguish between similar filing details and accurately place each item
 - Examples:
 - Johanson, Johnsen, Johnson, Johnston, Johnstone
 - Goldberg, Goldburg, Goldenberg, Goldenburg, Goldenburgh
 - 796.323; 796.332; 796.352; 796.357
 - 811.52; 811.54; 812.52; 812.54; 813.52; 813.54; 814.52; 814.54
- Concentrate with close mental and visual attention for prolonged periods of time
- Friendly, helpful, knowledgeable, positive, proactive attitude
- Willingness to accept responsibility for actions
- Able to communicate clearly in English including listening, speaking, reading, and comprehension
- Ability to transport materials within the library building

- Must be able to bend, stoop, and lift
- Ability to work a flexible schedule dependably
- Basic knowledge of adult and teen literature is a plus

Hours: 11 per week, to include mornings, afternoons, evenings, and weekends. The hours of this position change as departmental needs change.

Education: Must be a High School Graduate. Must be at least 16 years of age.

Salary: \$ 15.00 per hour

Closing: July 21, 2024

To Apply: Submit [job application](#) and resume to:

Gayle Tucker, HR Manager

Bloomington Public Library

205 E. Olive St.

Bloomington, IL 61701

or hr@bloomingtonlibrary.org

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