

**Job Title:** Shelf Maintenance

**Office/Department:** Circulation Department

**Location (Building):** Cole Library

**Supervisor:** Andrea Dusenberry

**Length of Employment:** Academic Year

**Job Wage or Rate:** 7.25/hour

**Position Summary:**

Accurate shelving and maintenance is one of the most important jobs in the library. Shelvers must be committed to paying close attention to detail to ensure that every book is returned to its appropriate place on the shelf. If a book is shelved in the wrong place, it may never be found by patrons looking for it. Misshelved books are often assumed to be missing and are replaced, costing the library money and keeping important resources from patrons.

**Principle Duties and Responsibilities:**

1. Has thorough knowledge and understanding of the Dewey Decimal System.
2. Accurately shelves books and other library materials in their appropriate position.
3. Checks surrounding areas while shelving to identify areas where library materials have been misshelved.
4. Reshelves any book or material found to have been misshelved.
5. Re-sets loose book-ends, straightens books that have slipped, and keeps shelves looking neat. Moves books to front edge of shelf.
6. Maintains shelf and book cleanliness through dusting.
7. Discharges and shelves any items found on tables, carts, etc.
8. Keeps supervisor informed as to needs and recommendations.

**Knowledge Skills and Abilities**

Please check only the following:

Customer Service/ Public Relations

Shelving Books

**Additional Job Qualifications:**

This position requires great attention to detail and a willingness to spend time creating a neater area for patrons to find materials. An understanding and respect for the importance of accurate and neat shelving is essential.

**Expectations:**

Expected to set schedule with supervisor and keep to that schedule each week, as agreed.

**Working conditions:**

8:00 am – 8:00 pm, as scheduled

