

Department: Alcona County Library

Position Title: Shelver/Page

Position Summary: Under the supervision of the Library Director, Circulation Supervisor, or a designated person that oversees this position. The Shelver keeps the shelving current, neat and up to date on a part-time basis. Book shelver is responsible for setting up carts, shelving the material, straightening and shelf reading when appropriate and upon request of the supervisor.

Duties:

1. Reshelf materials in correct place after they have been charged back into the system.
2. Shelf- read and straighten materials as they are shelved.
3. Shelf-read sections of the collection upon direction of supervisor.
4. Performs other duties as assigned by supervisor.
5. Adheres to policy and procedure as directed by supervisor.

Knowledge, Skills, Experience, and Training Needed: At least 16 years of age and a good knowledge of alphabetical order and the Dewey Decimal System.

Supervisory Function: None.

Environmental Conditions: General office environment with some public contact.

Physical/Mental/Visual Effort: Requires light work lifting or carrying, pushing or pulling a cart; involves walking and standing.

Tools and Technologies Used: May have contact with calculator, microfilm reader, copy machine, computers and the Internet.

Usual schedule will be 10 hours a week, 2 hours daily M-F. Student may not work more than 15 hours in one week.

This is a **Temporary Position** to be offered June through August unless determined by the Director and Library Board.