

University City Public Library Library Shelver – Part-time

Description

- Sort and shelve library materials
- Retrieve interlibrary loan materials
- Maintain order in stack areas
- Clear study areas of books and magazines no longer in use by patrons
- Clean, inspect and shelve returned audio-visual materials
- Retrieve AV materials from workroom for circulation staff
- Retrieve materials from outside book drop
- Other related work as requested

Requirements

- Knowledge of and/or ability to quickly learn Dewey Decimal system
- Ability to file numerically and alphabetically
- Ability to follow written and oral instructions
- Ability to work without supervision once trained
- Strength and agility needed to maneuver heavy carts, bend and reach, and perform constant lifting of library materials
- Ability to lift 25 pounds and push a wheeled cart full of items that weighs 75 pounds.
- Ability to work cooperatively with public and coworkers
- Good interpersonal skills

This is a part-time job with some flexibility in scheduling. All hours worked will be while the library is open to the public.

TO APPLY: Stop by the library and get an application from the front desk.