

## **PAGE**

**(Range 100)**

### **DEFINITION**

Performs a variety of library work in the shelving of library materials.

### **SUPERVISION RECEIVED AND EXERCISED**

Under close supervision, work is subject to review while in progress as well as upon completion.

### **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Shelves and/or sorts books, periodicals, and other library materials.
2. Reads numbers and letters rapidly and accurately in order to sort and file library materials both alphabetically and numerically.
3. Pushes loaded book carts through stacks.
4. Maintains orderly appearance of facility by clearing tables of books, periodicals, library materials, and replacing tables, chairs, and other materials periodically.
5. Performs routine shelf readings to locate and/or ensure proper location library materials.
6. Process, sort, and shelve "hold" items for patron pickup.
7. Empties book drops and may empty courier bins.
8. Sorts various library materials by hand and by using the automated materials handling system for the purpose of ensuring correct check-in and RFID activation.
9. Refers unusual situations to a superior.

### **Marginal Functions:**

1. Answers patrons' directional questions.
2. Utilizes library computer to check-in library materials in a non-public setting, and email, the Internet, and Intranet to conduct library functions.
3. Performs related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Ability to:**

1. Understand and follow oral and written instructions and follow established routines.
2. Sort and file alphabetically and numerically.
3. Read numbers and letters rapidly and accurately.

4. Serve the public with patience, tact, and courtesy.
5. Maintain effective working relationships with those contacted in the course of work.
6. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
7. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Training and Experience:**

Candidates must be a minimum of 16 years of age. Candidates must be able to alphabetize with speed and accuracy; sort decimal numbers in correct order with speed and accuracy; move a loaded book cart; and bend and reach to shelve library materials.

**Physical Requirements:**

Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12 - 20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Tasks require visual perception.

**Environmental Requirements:**

Tasks require infrequent exposure to adverse environmental conditions.

**DEVELOPED:            JULY 1, 1995**

**REVISED:            OCTOBER 7, 1997**  
**JUNE 4, 1998**  
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