

Shelving Page Job Description

Reports to: Technical Services Librarian
Part time, covered by Bargaining Unit

Summary: Responsible for processing materials returned by member libraries in the delivery.

Responsibilities:

- Unpacks delivery bags and sorts materials for distribution to different departments and member libraries.
- Sorts, check-ins, and shelves FLLS materials as needed.
- Checks in correctional facilities items.
- Runs Request Manager program and fill requests when needed.
- Assists with projects when assigned.
- Maintains the general appearance of the shelving area
- May substitute for ILL clerk.

Knowledge and Experience:

- Accurate sorting skills and attention to detail.
- Familiarity with Dewey Decimal classification.
- Ability to work independently.
- Good interpersonal skills.
- Good organizational skills.
- Comfortable with computers.
- Familiarity with public libraries.

Requirements:

- Involves some moderate (50 pounds) lifting of books and boxes and/or bags of books.

HOURS: Part-time (10 hours per week) Monday — Friday between the hours of 2:45 – 4:45