

## **Job Description: Shelving Page**

### **Shelving Page**

**Reports to:** Technical Services Librarian

Part time, Covered by Bargaining Unit (UAW 2300)

### **Summary:**

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

### **Responsibilities:**

- Unpacks delivery bags and sort 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 and fills requests when needed.
- Opens mail as needed.
- Puts on ILL bands as needed.
- Checks drops box as needed.
- Assists with projects when assigned.
- Maintains the general appearance of the shelving area.
- May substitute for ILL Assistant.

### **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 of books.

### **Hours:**

Part-time (10 hours per week) Monday – Friday between the hours of 2:00 – 4:00 PM