

Job Title: Library Shelver
Department: Patron Services
Employment Status: Variable Hour – Benefit Ineligible
Exempt/Nonexempt Status: Non-exempt

Job Summary:

The work of the Library Shelver is integral to the smooth operation of the Library by assuring materials are returned to shelves in their proper order. Shelves work under the direction of the Shelving Supervisor at FCL Farmington Hills, and the Assistant Head of Patron Services at FCL Farmington. Shelves are scheduled 12-16 hours each week, during the library's hours of operation, which include nights and weekends.

The job responsibilities listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Responsibilities May Include:

- Retrieving materials from book return areas
- Sorting and properly shelving all returned materials
- "Shelf-reading" as assigned to ensure items are in their proper place
- Monitoring and clearing public areas of any materials left by patrons
- Checking in newspapers under supervision of Patron Services Assistants
- Assisting patrons in the use of the copy machines and regularly replenishing copier paper
- Providing routine information, answering directional questions, and referring all other questions to the appropriate staff
- Assisting with opening and closing procedures
- Assisting with meeting room and program set-ups and light custodial duties
- Other duties as assigned

Minimum Qualifications:

- Some High School or equivalent experience
- Some customer service experience preferred
- A positive and enthusiastic approach to public library service
- Ability to follow instructions and ask questions for clarification
- Ability to perform tasks according to workflow set by Supervisor

Farmington Community Library

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FCL Farmington Hills: 32737 W. 12 Mile Rd. • (248) 553-0300



- Ability to provide basic information or simple assistance to patrons, and refer more complex issues to appropriate staff
- Ability to learn and independently use e-mail, online payroll systems, and other technology

Physical Activity Requirements:

Degree of physical demands (strength) usually associated with the essential functions of the job
The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 100 lbs. The ability to sit, stand and walk for long periods. The ability to bend, reach, crouch or stoop. Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position.