

Job Description

Library Shelving Page

Nature of Position

This is simple library clerical work. The work requires no previous training or special knowledge of library routine, other than that which is received on the job. Employees are expected to perform promptly and carefully, assigned tasks which are usually carried out under fairly close supervision. Positions in this class are usually part-time and are ordinarily filled by students.

Knowledge, Skills and Abilities

Ability to follow simple oral and written directions.

Ability to sort and file alphabetically and numerically with accuracy.

Ability to acquire a familiarity with library book shelving arrangement.

Ability to bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

Ability to carry books, magazines, and audio visual equipment weighing up to 25 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.

Ability to work harmoniously with other employees and library patrons.

Interest in books and desire to learn library work.

Ability to communicate clearly and effectively, utilizing good grammar.

Examples of Position Responsibilities

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

Promote and further the purpose and objectives of the Bay County Library System as stated in the Bay County Library system Policy and Procedure Manual.

Sort and shelve books and other library materials with speed and accuracy required.

Clear tables of books and magazines, keep reading room in order.
Dust shelves and desks.

Straighten shelves.

“Read” shelves to keep materials in proper order.

Assist in closing responsibilities.

Assist in the technical processing of library materials.

Assist in charging and discharging books when assigned.

Retrieve materials from shelves to loan to patrons.

Run errands as asked.

Do simple mending of library materials.

Assist in preparation of bulletin boards and publicity materials.

Perform related work as required.

Minimum Qualification

At least 16 years of age and ability to perform work required.