Position Available—Shelver

The United Library

The United Library has a student worker position available immediately for a book shelver.

Primary responsibilities:

- Shelve books according to Library of Congress Classification System
- Straighten stacks and shelf read as needed to ensure books are in proper call number order
- Shift books when necessary to create more shelf space to accommodate collection growth
- Collect books on reshelving carts, straighten chairs, maintain appearance of the library

Additional responsibilities:

- Search for lost and missing books as directed by the Circulation and Public Services Librarian
- Special shifting and shelf-reading projects
- Assist patrons in locating materials or escorting patrons to appropriate staff member for additional assistance

Requirements:

- Ability to stand for extended periods
- Ability to lift heavy books
- Sufficient range of motion to shelve books on high and low shelves
- Excruciating attention to detail
- Friendly, helpful demeanor suitable to a customer-service position
- Ability to work independently
- Good time-management skills
- Knowledge of the Library of Congress system and previous library experience a plus

This position reports to the Circulation and Public Services Librarian, pays $9.00/hour, and requires a commitment of 9-10 hours per week, which are set by agreement between the student worker and the supervising librarian.

Interested? Contact Mary-Carol Riehs at the library at 847-866-3909. Applications available at the circulation desk.

Updated 17 August 2015