**JOB TITLE:** Library Shelver (student position)

**JOB SUMMARY:** Under the supervision of the permanent staff, the library shelvers are responsible for returning circulated or otherwise used library items to their proper place so they may be easily found later.

**REPORTS TO:** Circulation Supervisor/ User Services Librarian

**DUTIES:**
- Double check items on each cart by confirming in Millennium that all items are checked in. This should be done directly before shelving.
- Take items from the shelving carts and shelve them in their proper place within the collection.
- Straighten and edge returned items and those surrounding them as they are returned to their home spot.
- Report an unusual occurrences found in the stacks to the library staff.
- Be able to follow rules without supervision.
- Regularly check emails.
- Assist library staff with additional projects as needed.

**SCHEDULE:** Shelvers are expected to work at least six hours per week, although this total may increase as work demands. Shelvers are preferred to have at least a partial set schedule that is spread throughout the week. Schedules may change to accommodate classes or activities, but the weekly minimum should always be met.

**GENERAL SKILLS DESIRED:**
- Possess a keen understanding of putting things in order using the Dewey Decimal System.
- An awareness of where main and specialty collections are located in the library.
- Accuracy and attention to detail.
- Ability to work independently.
- Self-motivated, dependable, enthusiastic, and interested in the work being done.

**TRAINING PROVIDED:**
- An orientation workshop at the beginning of the semester to introduce new employees to expectations, cover changes, new information, key points, reminders, etc.
- Complete the Dewey Easy tutorial with a score of at least 90 in each of the three chapters.
- Complete book handling training with Director of Conservation and Preservation Melissa Straw.
- Ongoing training throughout the year as required by newly assigned tasks or as problems or changes arise. Communication is by e-mail or in person.
- Occasional mandatory exercises that review key points of the position and related policies.