

October 4, 2018



JOB POSTING

Library Shelver, Part Time: Tippecanoe County Public Library seeks a detail-oriented individual to shelve library materials and maintain shelf order at the Downtown library. Must have excellent alphanumeric skills and be available to meet a schedule that includes evenings and weekends. This is an excellent opportunity for high school or college students. This is a part-time position with some evening and weekend hours required. The position is year-round (non-seasonal) as the library remains open during local academic breaks. Hourly wage \$7.50/hr., 12-19 hrs/wk. Job description and TCPL [application](#) located at the website at <https://tcpl.lib.in.us/library-careers/> Please reply with TCPL [application](#) to: Human Resources Coordinator, hrc@tcpl.lib.in.us. or Tippecanoe County Public Library, 627 South Street, Lafayette, IN 47901. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

JOB OBJECTIVE:

Reshelve library materials quickly and accurately and keep collection neat and orderly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shelve library materials
- Sort items onto appropriate carts/shelves
- Deal with disturbances and problem users
- Understand the necessity of, and maintain, confidentiality of library use
- Works cooperatively with other library departments and staff members
- "Read" shelves
- Shift books when necessary
- Deliver items to departments within the library
- Direct patrons to appropriate staff for assistance
- Help prepare for opening and closing
- Raise and lower the flag
- Clear tables at closing
- Inform patrons of closing
- Clean up toys in youth room at closing
- Empty book drops
- Retrieve items from Bookmobile stacks
- Work evenings and weekends
- Other duties as assigned and/or required

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QUALIFICATIONS:

Education:

Attending high school or high school graduate

Previous experience:

None required

Skills:

Must be able to:

- pay close attention to details
- place library materials in correct order quickly and accurately
- report to work on time
- be cooperative and pleasant with patrons and staff
- work with minimum supervision
- follow instructions
- multitask

License/certification:

None required

ENVIRONMENTAL CONDITIONS:

Must be able to:

- lift and carry a minimum of 40 pounds
- retrieve materials from shelves 6' high and stoop to retrieve materials from shelving close to the floor
- maneuver a book cart empty or full weighing as much as 200 pounds
- work in areas with fluctuating temperatures caused by doors opening and closing with people entering and leaving the building
- work in a dry, dusty environment
- work standing for up to 2 hours

MACHINES, TOOLS, EQUIPMENT & WORK AIDS:

Library book carts

Computer/automated system (keyboard and wands)