

## ROLE DESCRIPTION:

Formerly known as book wrangler, this position helps improve library experiences by making sure that all materials are in their designated spot and readily available for patrons to access.

# SHELF & COLLECTION MAINTENANCE ASSISTANT

## RESPONSIBILITIES:

- Shelf-reading
  - Adopt A Category/shelf
  - Sort, organize, & shelve library materials
  - Assist with weeding books from collections
  - Mend/clean items with provided supplies
  - Use disc-cleaning machine
  - Dusts and straighten shelves

## QUALIFICATIONS/SKILLS REQUIRED

- Must be 14+
  - A positive attitude
  - Good organization skills
  - Ability to alphabetize
  - Familiarity and some knowledge of the Dewey Decimal system
  - Attention to detail
  - Ability to perform repetitive tasks
  - Ability to work independently
  - Physical ability to push loaded carts, bend/kneel, and stretch to reach for extended periods of time

## TIME/COMMITMENT

- Hours are flexible and position is available at all branches

## BENEFITS

- Acquire new skills and gain work experience
  - Use as job reference/resume
  - Give back to the community
  - Gain service hours
  - Build new relationships
  - Gain behind the scenes knowledge of library resources