#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Shelver

**Job Number:** L-048 | VIP: 1196

**Band:** OPSEU- 2

**NOC:** 1451

**Department:** Library & Archives

**Supervisor Title:** Manager, Library Services

**Last Reviewed:**  June 22, 2022

#### **Job Purpose:**

Under the direction of the Manager of Library Services, the incumbent supports the effective and efficient operation of library physical collections through shelving and organizing materials to ensure that displaced materials do not impede the needs patrons in the Library. Shares responsibility for identifying maintenance concerns related to the collections and participates in cleaning, inspecting, and tidying library shelves and collections.

#### Key Activities:

##### Physical Collections

* Sorts and shelves books and other library materials, determining the location for each item using spine label classification codes.
* Shelf reads, scanning across each row of library material to ensure correct order and placement to facilitate ease of discovery for the Trent community and library staff.
* Straightens and tidies library shelves to ensure an orderly appearance.
* Cleans and inspects library materials and shelves to remove dust as necessary.

##### Other

* Performs other duties as assigned by the unit manager.

#### Education Required:

* Secondary School diploma.

#### Experience/Qualifications Required:

* Physical ability to lift books and boxes, maneuver loaded book trucks, and lift and carry up to 15 kilograms.
* Ability to read English.
* Ability to discriminate between numbers and work with fine detail.
* Accuracy and attention to detail
* Ability to follow instructions and to carry out duties in an independent manner.
* Knowledge of Library of Congress classification system is an asset.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

##### Analytical Reasoning

Work is simple, repetitive, and well defined, with little variation.

* Analyzes classification code on spine label to determine location of item relative to other items’ classification codes within the Library of Congress classification system.

##### Decision Making

Decisions are straightforward and limited by the routine of the work. The incumbent follows established procedures with limited freedom to act outside of those procedures. Decisions usually involve completeness and sequence of work.

* Basic decision making: decisions governed by following oral instructions and direction for shelving, shelf reading, and cleaning, as well as following library classification system rules.
* Any problems or anomalies would be referred to the Library Facilities & Collections Coordinator.

##### Impact

The impact on the organization is very contained; errors are easily detected by the incumbent through standard checks performed during the course of work or random spot checks. Errors would cause minimal difficulty, other than loss of time to correct.

* Accuracy of shelving and shelf reading ensures library patrons and staff can locate library materials as needed. Inaccuracy can result in members of the Trent community not being able to find and use the resources they need, and may result in library items erroneously being declared missing.
* Poor shelving or cleaning may result in a disorderly or unclean appearance in the library stacks.

##### Responsibility for the Work of Others

* Not responsible for the work of others

##### Communication

Internal

* Communicates with other library staff to receive direction, share information, or communicate progress or concerns.
* May communicate with library patrons encountered during shelving

External

* n/a

##### Motor/ Sensory Skills

Motor Skills:

* Fine motor skills: placement of materials into specific locations and between other materials
* Gross motor skills: handling and moving materials and book trucks
* Dexterity: use of hands and fingers to move and grasp materials for shelving
* Equilibrium: maintain balance when standing on a stool to shelve materials on upper shelves

Sensory Skills:

* Sight: placement of materials into specific locations, ability to see fine print on spine labels

##### Effort

Physical

* Walking, standing, bending, kneeling, stretching; shelving and handling library material requires continuous physical movement.
* Pulling, pushing on empty and loaded book trucks
* Lifting, carrying of library material during shelving

Mental

* Sustained concentration: shelving materials and shelf reading requires a high concentration for prolonged periods of time.
* Stress: large volume of materials must be shelved during busy times of the year

##### Working Conditions

Physical Conditions:

* Exposure to dust during cleaning and shelving
* Physical strain due to repetitive nature of shelving

Psychological Conditions:

* Frequent interruptions by library patrons and staff retrieving items from the shelves where the incumbent is working
* Little control over pace of work
* Tedious and repetitive nature of shelving, shelf reading, and cleaning for prolonged periods of time
* Works apart from other library team members, completing duties independently