**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Shelver

**Job Number:** L-048

**NOC:** 1451

**Band:** 2

**Department:** Library Administration Office

**Supervisor Title:** Library/Porter/Shelving Coordinator

**Last Reviewed:** January 2nd, 2001

**Job Purpose**

The purpose of the Shelver is to organize materials to ensure displaced books do not impede the operations of patrons in the library.

**Key Activities**

1. Determining the location that the book is kept by the number on the spine label. To ensure that the books are placed in the correct location.
2. Shelf reads. Scanning across the rows of books to ensure the correct order and placed in the right location.
3. Cleans shelves. By removing the books and dusting the shelves as necessary. To ensure the orderly appearance of the library.

**Education**

Secondary School Diploma.

**Experience Required**

No experience necessary

**Communication**

Internal:

* Library Patron's
* Library staff

**Motor/ Sensory Skills**

* Fine Motor Skills - Placement locations and materials into specific locations
* Gross Motor Skills - Handling and moving materials
* Sight - Placement of books and materials into specific locations, requires high level of accuracy, requires ability to see fine print on spine labels

**Effort**

Mental:

* Sustained Concentration - Shelving materials takes a great deal of high concentration for prolonged period of time.
* Stress - Large amounts of materials must be shelved at busy time of year which causes mental stress

Physical:

* Walking/standing/bending/kneeling/stretching - Shelving and handling library material requires continuous physical effort.
* Pulling/pushing - Shelving books required pushing the book cart

**Working Conditions**

Physical:

* Dust/air - Working in the book stacks leads to exposure to poor air circulation including dust, hot air, and humidity.

Psychological:

* Pace of work - Little control
* Patrons - Can be difficult when dealing with materials that are not available