

Iola Public Library

JOB DESCRIPTION

Title: **Clerk Shelver II**

Reports To: Public Services Librarian

FLSA Status: Non-exempt

Schedule: 14.25 hours per week; one evening per week; every other Saturday

Primary Responsibilities:

- Shelf materials in alpha/numeric order
- Regularly check book drops
- Check and rearrange books on shelves to ensure they are in order and assists with periodic collection inventories
- Help with routine overdue material processes; checking shelves and sending out letters
- Assist in maintaining a clean and welcoming library space

Secondary Responsibilities:

- Provide circulation desk coverage as needed using computerized system
 - Answer phone and routes calls as necessary
 - Check materials in/out/renew materials
 - Reserve materials
 - Collect fines and process payments (cash, check and card)
 - Issue new patron cards/updates cards
 - Assist with double check in
 - Notify patrons about reserved materials
- Help process print and non-print materials for circulation as needed
- Assist patrons with services such as copying, faxing, computer use, microfilm, etc.
- Assist with patrons with online services such as SEKnFind catalog, *hoopla* streaming service, Cloud Library, etc.
- Assist with library programs and displays, including registration, signs, crafts, book lists, set up/tear down, etc.
- Perform any duties designated by librarians in assigned work area

Required Knowledge, Skills, and Abilities:

- Ability to understand and follow oral and written instructions in English at an 8th grade level
- An awareness of the purposes and functions of the public library
- Ability to learn the Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to maintain the confidentiality of patron information
- Ability to work effectively with and provide exceptional and positive customer service to diverse populations
- Ability to create courteous and pleasant first impression of library
- Ability to establish good patron rapport

- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Willingness and ability to work as part of a team
- Willingness and ability to learn new processes and adapt to changes
- Basic typing/computer skills
- Ability to learn media/computer operations
- Ability to maintain and assist clients in the operation of photocopiers
- Perform other tasks as assigned
- Work in other areas as assigned

Physical Requirements:

- Ability to perform duties in an office environment, such as operating computers with proficiency using library software, word processing, and search engines
- Ability to view a computer monitor and operate a keyboard for extended periods
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to move and/or lift materials up to 25 pounds and push/pull carts weighing 100 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens and book spines
- Ability to communicate effectively with individuals in person, over the telephone, electronically, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised 06/26/2025

Job Ad

Iola Public Library is looking for a part-time clerk-shelfer to help us keep the library collection looking great and in order. This position also checks materials in, helps process overdue notices, and provides circulation desk coverage as needed. Strong computer and customer service skills are required and experience using the Dewey Decimal system is preferred. The schedule varies, but works 11.25 hours per week with one evening per week and every other Saturday. Starts at \$8.25 per hour. The job description and application are available at iolapubliclibrary.org.

<https://forms.gle/zhw8Zpb5wbeZym8RA>