



January 5, 2012
Shelver – Part-time
Circulation Services – Main Library
Six-month contract
Approximately 11 hours per week
Evening and weekend shifts
Hourly Rate \$10.25

RESPONSIBILITIES

- Shelves materials in public areas according to Dewey Decimal or local classification systems.
- Checks and sorts multimedia materials in preparation for shelving.
- Sorts library materials onto book trucks.
- Organizes and maintains shelves in proper sequence including shelf reading to ensure accuracy and accessibility to materials.
- Performs simple support duties, such as processing newspapers for public display and shifting collections.
- Refers library customers to the appropriate service point.
- Follows safe work practices and procedures in support of KPL's Safety and Health Policy.

QUALIFICATIONS

- Completed Grade 9
- Speed and accuracy in sorting and shelving
- Ability to arrange material in alphabetical and numerical order
- Ability to work flexible hours as required
- Ability to work quickly and accurately with minimal supervision
- Maintain effective working relationship with co-workers and the public

Qualified applicants are invited to submit an application and/or a current résumé of qualifications by **Saturday, January 14, 2012**.

To print a copy of our application form, click [here](#) .

Cover letters and résumés should be addressed to:

Coordinator, Human Resources
Kitchener Public Library
85 Queen Street North
Kitchener, ON N2H 2H1
FAX: 743-1261
E-Mail: hr@kpl.org

Please quote Shelver, Main in the subject line

We thank all applicants in advance and advise that only those selected for an interview will be contacted. Applications already on file will be considered. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. Questions about the collection of personal information should be directed to the Human Resources Department.