



# Kitchener Public Library

## Shelver, Forest Heights Community Library

February 6, 2024

Forest Heights Community Library

6-month contract - approximately 19 hours per week

\$16.55 - \$18.13

Days, evenings and weekends required

### Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

### What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive  
benefits**



**Reliable  
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**Learning and  
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**Innovative  
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**Paid  
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## What you will do

As a Shelver, you will sort and shelve library materials and maintain the shelves in proper sequence. This position plays an integral role in a positive customer experience for staff and customers searching for library materials. The position holder also performs support duties as required.

In this role, you will:

- Shelf materials in public areas according to Dewey Decimal or local classification systems and sort library materials onto book trucks.
- Organize and maintains shelves in proper sequence including shelf reading to ensure accuracy and accessibility to materials.
- Provide assistance to the Community Library Circulation Desk staff that may include clearing the book bins, answering the telephone or shelving materials and/or magazines.
- Perform simple support duties, such as taping newspapers, attaching book covers, shifting and straightening collections, and tidying and maintaining displays as directed.

## What you bring

- Completed Grade 9
- Ability to arrange materials in alphabetical and numerical order
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Proficiency in basic computer skills and email.

## How to apply

If you are interested in this position, please send your resume and application form to Human Resources via [resumes@kpl.org](mailto:resumes@kpl.org) by **Thursday, February 15, 2024**.

Please quote **Shelver, Forest Heights Community Library** in the subject line. To print a copy of our application form, go to [www.kpl.org/your-library/job-opportunities](http://www.kpl.org/your-library/job-opportunities).

Accommodations are available upon request for applicants with a disability. Please contact Human Resources staff by phone 519-743-0271 ext. 279 or TTY 1-877-614-4832, or by email [hr@kpl.org](mailto:hr@kpl.org).