



Kitchener Public Library

Shelver, Circulation Services

June 12, 2024

6-month contract

\$16.55 - \$18.13

Approximately 19 hours per week

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**



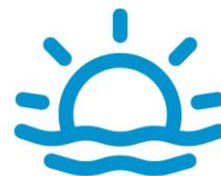
**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

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:

- Shelve 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 by **Wednesday, June 26, 2024**.

Please quote **Shelver, Circulation Services** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.

Accommodations are available upon request for applicants with a disability.