



# Kitchener Public Library

## Shelver, Circulation Services

August 27, 2024

6-month contract

\$16.55 - \$18.13

Approximately 22 hours bi-weekly

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



**What you will do**

**Comprehensive  
benefits**



**Reliable  
pension**




**Learning and  
development**



**Innovative  
culture**



**Paid  
time-off**



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
- Organize and maintains shelves in proper sequence including shelf reading to ensure accuracy and accessibility to materials
- Processes material using the automatic sorter. Clearing book bins and organizes these materials onto book trucks.
- 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 Friday, September 6, 2024.

Please quote **Shelver, Circulation Services** in the subject line. To print a copy of our application form, go to [kpl.org/jobs](http://kpl.org/jobs).

Accommodations are available upon request for applicants with a disability.