Stacks Assistant/Shelver

Department: LITS: WHSC Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately; Part-time, 20 hours per week, evenings and weekends.

Job Description

Reporting to the Information Desk Coordinator, the Stacks Assistant/Shelver is responsible for maintaining the order and appearance of library collections, especially the book and journal stacks. Primary duties include accurately shelving library materials, ensuring that stacks and study areas are neat and orderly, participating in Library closing procedures, assisting library users in locating materials, collecting and compiling statistics to represent stacks activities. The Stacks Assistant/Shelver will cover breaks at the Information Desk.

Additional Job Details:

Stacks Organization and Maintenance;
1. Collects, straightens and picks up library materials.
2. Arranges library materials on book trucks or in re-shelving areas; reshelve in proper order.
3. Shelf-reads collections and maintains proper arrangement on shelves; search for missing or lost volumes.
4. Attaches security strips.
5. Completes statistics forms.

Library Operations and Security:
1. Assists with library closing procedures.
2. Conducts regular “walk-throughs” of library space to assure library maintains neat condition and safe environment.
3. Maintains and distributes InfoDesk supplies; prepares photocopies of flyers, forms, and class hand-outs.
5. Assists with computer workstations and related equipment by re-supplying paper for printers, cleaning keyboards and monitors as assigned.

Information Desk Services:
1. Covers breaks at the Information Desk, assisting users with basic circulation procedures and providing answers to directional questions.
Directed and Self-Directed Learning:
1. Surveys the Health Sciences Center Library website to stay aware of resources and services.
2. Learns about specific resources or software, as directed

**University Job Description**
Performs a variety of routine tasks associated with providing specific user services for the university and external community (e.g. circulating materials, verifying user status, communicating library policies, and organizing materials for public use) using a knowledge of on-line databases. Responds to requests from university and external users for information and circulation transactions. Communicates library policies/procedures to user community. Organizes materials for shelving or prepares materials for loan, reserves or other user services. Collects fines/fees. Maintains required record-keeping. Provides direction to student staff members. Performs related responsibilities as required.

**Minimum Required Qualifications**
One year of college. One year of related experience.

**Application Procedures**
Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=645962_5043

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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