



*To inspire and enrich for life*

**Shelver**

**Forest Heights Community Library**

**Six-month contract**

**Part-time position - Approximately 13 hours per week**

**Hourly rate - \$15.00**

**Day, evening and weekend shifts required**

The Forest Heights Community Library has a contract opening for a Shelver. The Shelver sorts and shelves library materials and maintains the shelves in proper sequence. The position holder assists staff with the flow of materials at the Community Library Circulation Desk when required. The position holder also performs simple support duties as required.

**RESPONSIBILITIES**

- Shelves materials in public areas according to Dewey Decimal or local classification systems.
- Sorts library materials onto book trucks.
- Organizes and maintains shelves in proper sequence including shelfreading to ensure accuracy and accessibility to materials.
- Provides assistance to the Community Library Circulation Desk staff that may include clearing the book bins, answering the telephone or shelving materials and/or magazines.
- Performs simple support duties such as taping newspapers, attaching book covers, shifting and straightening collections, and tidying and maintaining displays as directed.
- Refers library customers to the appropriate service point.
- Sets up meeting room as required.
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy.

**QUALIFICATIONS**

- Minimum Grade 9
- Speed and accuracy in sorting and shelving
- Ability to arrange materials in alphabetical order and numerical order
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Proficiency in basic computer skills and email
- Ability to maintain effective working relationships with co-workers and the public

In accordance with the Library's COVID-19 Vaccine policy, new Kitchener Public Library staff are required to be fully vaccinated against COVID-19 as a condition of employment. Valid medical or Ontario Human Rights Code exemptions are permitted.

Closing date for applications is **Saturday, August 13, 2022**

To print a copy of our application form, go to [www.kpl.org/jobs](http://www.kpl.org/jobs)

Please address cover letters and résumés to:

Manager, Human Resources  
Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1  
Email: [resumes@kpl.org](mailto:resumes@kpl.org)  
Fax: 519-743-1261  
TTY: 1-877-614-4832

**Please quote Shelver, Forest Heights in the subject line**

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. 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. For questions, please contact the Human Resources Department.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at [resumes@kpl.org](mailto:resumes@kpl.org).