1. JOB DETAILS

*Job Title:* Shelving Assistant  
*School/Support Department:* IS/Library, Museums & Galleries  
*Unit (if applicable):* Collections Management  
*Line manager:* Collections Supervisor

2. JOB PURPOSE

To return all unshelved items to their appropriate locations within the Main Library, in order that users can have easy and timeous access to them. To operate a collections service from stores.

3. MAIN RESPONSIBILITIES

- Collect daily, all returned items via IS Helpdesk and consulted items from throughout the Main Library, and sort in preparation areas (recent return shelves)  
- Sort unshelved items into classification and/or subject order in accordance with established procedures, in preparation for reshelving  
- Reshelve all library material accurately into various collections throughout the Main Library to enable users to retrieve them  
- Check and maintain the accurate order and tidiness of all shelf sequences  
- Carry out occasional stock moves, in order to create better use of space  
- Identify and collect material, requested by users, from closed access stores

| Approx. % of time |  
|-------------------|---|
| Collect daily, all returned items via IS Helpdesk and consulted items from throughout the Main Library, and sort in preparation areas (recent return shelves) | 5 |
| Sort unshelved items into classification and/or subject order in accordance with established procedures, in preparation for reshelving | 10 |
| Reshelve all library material accurately into various collections throughout the Main Library to enable users to retrieve them | 60 |
| Check and maintain the accurate order and tidiness of all shelf sequences | 10 |
| Carry out occasional stock moves, in order to create better use of space | 5 |
| Identify and collect material, requested by users, from closed access stores | 10 |

4. PLANNING AND ORGANISING

Workload is planned by the Collections Supervisor and the daily work is allocated by the Shelving Supervisor.

- Follow schedule as determined by the academic year and the number of items returned/consulted on a daily basis, or by projects, e.g. to cope with a backlog of shelving.
- Meet agreed service targets by having work checked on a regular basis by spot checks on trolleys and shelves at each part of the process. Users also act as checkers by reporting on the ease or difficulty with which they retrieve an item from the shelves.
- Some duties are urgent, e.g. on a daily basis, high volume of requests for material to be collected from store.

5. PROBLEM SOLVING

The type of problems faced by the job holder involve volume of material and space allocation, finding material in store and dealing with unexpected situations involving users (*From August 2006, may increase*)

In the first instance, the Shelving Supervisor provides guidance and advice, but the job holder may seek such guidance from the Collections Supervisor and Collections Manager.

6. DECISION MAKING

- Users do not always use designated return shelves, leaving books unattended on desks. The job holder will retrieve such items, which otherwise may be posted as missing. Such items must be checked to
determine whether they have been borrowed and left inadvertently necessitating further action or if they can be immediately reshelved.

- During the course of shelving, the job holder may identify books, which have been damaged in some way. The job holder will determine whether to remove such items and take them for remedial action.
- If a particular bay of shelving is full and will require further expansion, the job holder must bring this to the attention of the Supervisor.

(From August 2006, deciding on referral of some user enquiries)

7. KEY CONTACTS/RELATIONSHIPS
   - Shelving Supervisor: to discuss daily tasks
   - Collections Supervisor: to discuss work schedule, conditions, timetable
   - Collections Manger: personal issues, management, job future, project work
   - IS Helpdesk staff: to retrieve returned stock and deliver collections from stores
   - Other Library staff: as part of the normal interaction required in the provision of an efficient library service
   - Users of the library: mainly for directional enquiries.

Such working relationships may be on a formal or informal basis, face to face, through e-mail, paper or by telephone.

8. KNOWLEDGE, SKILLS & EXPERIENCE NEEDED FOR THE JOB
   - Accuracy and methodical
   - Numerate and literate (Standard Grade Arithmetic and English or equivalent is minimum requirement) in order to deal with different classification systems (Library of Congress and Dewey)
   - Physically fit. This is a physically demanding job (moving large numbers of books and using trolleys to transport them)
   - Able to work alone and as part of a team.
   - Flexible in approach to work

9. DIMENSIONS
As part of a team, provide a shelving service and collections service from stores, for all internal and external users of the Library, so that material can be easily found on the shelves. Potentially affects all users in the University community

10. JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

1. Verification
I agree that this job description conveys an accurate description of this job.

Manager:

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Job holder:

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