



Franklin Library • 44 East 4th Street • Franklin, Ohio 45005 • 937-746-2665
Springboro Branch • 125 Park Lane • Springboro, Ohio 45066 • 937-748-3200

EMPLOYMENT OPPORTUNITY

Shelver, Part-Time

DATE OF POSTING: May 13, 2025

LOCATION: Franklin Library

SCHEDULE: Approximately 40 hours a month. Position requires working evenings, weekends, and holidays when necessary. A typical schedule will include two evening shifts from 5:00 p.m. – 8:00 p.m.; Saturday rotations 2:00 p.m. – 5:00 p.m.; and occasional Sundays 2:00 p.m. – 5:00 p.m.

POSITION SUMMARY: This individual will sort and shelve materials accurately and quickly by the Dewey Decimal system and alphabetically. Maintain shelves by shifting and straightening materials so the shelves are not too tight. Provide excellent customer service by using the online computer catalog to verify location of material(s) for patrons. Answer directional questions from patrons such as location of copiers and restrooms. Shelf reads according to assigned schedule. Other duties as requested or assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Must be at least 16 years of age.
- Must be able to work evenings and weekends.
- Physically capable of sitting, walking, and standing for extended periods of time.
- Able to push, pull, move, bend low, reach high, and/or lift a minimum of 15 lbs. of materials; push or pull fully loaded (50 – 100 pounds) book carts.
- Capable of shelving books and other items on all levels of shelving from floor to a height of almost seven feet (by standing on a stool, if necessary).
- Moves intermittently during working hours.
- Concentrates on a task despite frequent distractions.
- Ability to do repetitive tasks with speed and accuracy.
- Manual dexterity to operate office equipment.
- Must have regular and reliable attendance as required.

BENEFITS: The starting hourly pay rate for this position is \$12.00. Benefits include membership in the Ohio Public Employees Retirement System. Shelters are not eligible for insurance benefits or paid time off.

APPLY: Complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities. Applications may be submitted at either branch or emailed to fspl@fspl.org. This position is open until filled.

The Franklin-Springboro Public Library is an equal opportunity employer.