

Darienite

News for Darien

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Job Opening at Darien Library, Shelving Books

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The Materials Management Department at Darien Library has a part-time position open on our shelving team. We are seeking an energetic and organized individual who will work efficiently to keep the Library collections in order.

— *an announcement from* [Darien Library](#)

Duties & Responsibilities

The shelving team is responsible for managing all of the returned library materials (averaging 1000 per day) and returning them to the shelves quickly, efficiently, and in good order. Our unique automated materials handling system helps by checking in and sorting items. Shelves are responsible to learn how to work with the automated system and troubleshoot problems when they occur. Other duties include performing inventory projects and managing holds.

Skills & Qualifications

The ideal candidate is friendly, helpful, and customer service oriented. They must be able to work well both independently and as part of a team. The position requires physical strength to be on your feet for several hours, push book carts, and reach and bend to shelve items. In order to be considered, a candidate must

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demonstrate a solid basic knowledge of the computer and be willing to learn the software program used for all library services.

Schedule

This is a part-time position that will include weekdays, evenings, and up to two weekends per month. Candidate must be prepared to work at least 10 hours per week, but will not exceed 29 hours per week.

Salary & Benefits

\$15/hour

Contact Information

To apply, please send your cover letter and resume to Kate Frick, head of Materials Management, at kfrick@darienlibrary.org.

Equal Employment Opportunity

The Darien Library observes and promotes a policy of equal employment opportunity for all. This means that the Darien Library recruits, hires, trains, and promotes all persons without regard to race, color, sex, religion, national origin, marital status, political belief, physical disability or any other improper or illegal criteria.

All employment decisions are based on legitimate employment-related criteria such as, skills, abilities, attitude and contribution to the Darien Library so as to further the principle of equal employment opportunity.

About Darien Library

Darien Library is a Library Journal five-star Library. It is among the busiest in the state with over 1,300 people visiting on an average day and has the highest per capita circulation of items in Connecticut.

The Library collection includes 125,000 books and 300 newspaper and magazine subscriptions. In addition, the Library presents over 1,500 public events annually, hosting a lineup of bestselling authors, technology classes, early literacy programs, and workshops for small business owners and entrepreneurs.