

Shelving Maintenance/Discharge Operations – Access Services Student Employee UWM Libraries – Milwaukee Campus

The Shelving Maintenance and Discharge Operations unit of the Access Services Department handles the physical general collections throughout the UWM Libraries building as well as two remote storage facilities located off-campus. These collections include the general collection, compact shelving areas, Curriculum collection, Music general collection, USBR and NWQ. These collections contain about 2,000,000 items and span multiple floor levels spread throughout two building wings and two off-campus remote storage areas.

Shelving Maintenance is a physically demanding position that is responsible for shelving materials, keeping various collections organized properly within each of their call number systems, walking throughout the building wings and floor levels to handle various daily duties, handling materials properly as per preservation needs, physically retrieving and shelving materials from a variety of shelving heights, and assisting patrons and staff to search for materials throughout the general collections. Projects for relocating materials, changing the physical shelving, removing materials from the building, as well as retrieving or reshelving materials at remote storage areas, may become part of shelving duties as needed.

Discharge Operations is a physically demanding position that is responsible for clearing all book returns located within and outside of the library building, using library management software to scan all materials returned by patrons or used by various departmental units throughout the library, sorting materials by call number and preparing book trucks for shelving, walking throughout the building wings and floor levels to gather items used within the library, and performing any daily duties assigned to general Shelving Maintenance.

Employees must be able to work independently and follow direction. Employees must be able to lift up to and including 50 pounds, use a step stool as needed, be able to push/pull a variety of book trucks for various distances, be able to physically perform the job consisting (but not limited to) walking, bending, kneeling, reaching, stretching. Employees must be willing to be flexible in job duties and be willing to cross-train with other Access Services units if needed.

The work schedule is flexible and hours generally fall within the UWM Libraries building hours. The Shelving Maintenance/Discharge Operations unit operates during the week, Monday through Friday. Evening and weekend hours are dependent on Access Services needs.

Job Requirements include:

- Ability to handle physically demanding job duties
- Ability to perform detail-oriented tasks with accuracy and efficiency, including using alphabetizing and numeric orders
- Ability to interact with a wide variety of people
- Ability to work with patrons and staff in a friendly, customer-service oriented manner
- Be dependable, self-motivated, and have good interpersonal communication skills

HANDSHAKE NOTES:

1. Job description
- 2 Required documentation: Shelving Maintenance/Discharge Operations application and availability worksheet
3. Wage: starting at \$8.50/hour
4. Job Type: On Campus
5. Employment Type: Part Time
6. Work Study: No (not required for employment)
7. To apply: Send library application and resume to Giulia at gcaspari@uwm.edu