Position Title: GCC Intern/Shelving Page
Department: Greenfield Public Library, 402 Main St., Greenfield, MA 01301
Supervisor: Marjorie Curtis, 413-772-1544 ext. 5123

Hours: 2 hours per day, throughout the week

The job involves a variety of standardized library tasks including:

- Re-shelving of books, magazines, newspapers, audiovisual materials, etc.,
- The reading of book stacks
- General housekeeping duties in a public library.
- In addition, other special projects, such as pulling a specified list of items for weeding, cleaning computer keyboards and mice, shifting sections of books within shelving ranges.

Qualifications:

- Requires knowledge of alphabet and correct spelling and proven ability to file books alphabetically or numerically; knowledge of arithmetic, including decimals; attention to detail as errors in shelving duties may cause inaccuracies resulting in poor customer service and disrupting circulation of materials.
- Ability to interact with people from all walks of life and to communicate/give directions in a friendly, concise manner; to move files, books, or other printed materials weighing up to 50 pounds; pushing loaded book trucks distances up to greater than 30 feet.
- Position requires the ability to view computer screens, read small print, and adjust focus. Hearing abilities requirements include the ability to interact with others.
- Must be able to stand for extended periods; stoop, bend, kneel, reach forward and extend reach above the head for such tasks as shelving books or emptying book drops.

Preferred Skills:

- Ability to shelve materials using the Dewey Decimal System.

Additional Information:

- Preference for student willing to return semester to semester, while a student at GCC.