



MASTERTON DISTRICT COUNCIL

*SERVING THE COMMUNITY*

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Masterton District Library

P.O. Box 444  
54 Queen Street  
Masterton  
ph 06-370-6325

[www.library.mstn.govt.nz](http://www.library.mstn.govt.nz)  
e-mail: [library@library.mstn.govt.nz](mailto:library@library.mstn.govt.nz)

## Job Description Library Shelving & Saturday Work

### Key Tasks

- Shelve adult and children's materials into alphabetical and numerical sequence according to library shelving policy and under the instruction of the Team Leader Customer Services or senior desk staff
- Check shelves regularly to ensure that materials are in correct order
- Ensure book shelves and library public areas are presented in a tidy and attractive manner.
- Assist on the Issue and Returns Desks when requested
- Other library duties as requested

### Skills/Knowledge/Personal Attributes

- Alphabetical and numeracy skills
- Communication skills
- High standard of personal presentation
- IT knowledge including good keyboard skills, Microsoft operating systems and Internet skills
- Good general knowledge

**Note** - some of these skills will be tested during the interview stage.

**Agreement Term** - The position offered is of a fixed term nature, for one year only and is designed to offer the opportunity to experience library work with the view to pursuing it as a vocation. The Council does not guarantee on-going employment under the terms of this agreement as the position is only available to give experience, although it may be extended by mutual agreement.

**Extra Hours** - During busy times in the school holidays full time work is available.

Enquiries to

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