

# Library Shelver

## Bedford Borough Libraries Role Profile

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### Description

To shelve library stock accurately so it can be accessed by customers and staff, and to assist in keeping the shelves tidy and in order.

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### What will I be doing?

- Shelving returned stock
  - Putting stock in order
  - Keeping shelves tidy.
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### What skills do I need?

- Good English and numeracy skills
  - Methodical and organised approach
  - Reliability
  - Familiarity with a library environment.
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### When will I be needed?

Ideally a weekly commitment of two hours, with a willingness to be flexible.

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### Location

This role is available in all Bedford Borough Libraries - Bedford Central, Bromham, Kempston, Putnoe & Wootton.

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### What will I gain from the role?

- A chance to meet new people
  - An opportunity to learn more about books and the library service
  - Experience in a library setting and working with people.
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### What support will I be given?

- Support and guidance in your role
  - An opportunity to attend a get-together once a year.
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### How do I apply?

Please e-mail [Antaya.Lendore@bedford.gov.uk](mailto:Antaya.Lendore@bedford.gov.uk) to request an application pack.