

Brooks Free Library

739 Main St.,
Harwich, MA 02645

Physical Requirements of Library Work:

Weight of library materials – approximately ½ lb. for a paperback book, 1 - 2 ½ lbs for a hardcover book, 4-10 lbs. for oversize items such as art books, pictorial works & reference books

Checking out of materials (books, videos, audiobooks, passes, etc.) - requires keyboarding, scanning of barcodes or typing barcode number into computer using either left or right hand. Check-out occurs approximately every 1 to 2 minutes, although it is often accomplished in spurts. May be accomplished by any of these methods:

1. picking up the item and holding it under the scanner
2. picking up the scanner and holding it over the barcode (with item lying on counter)
3. leaving item on the counter, flipping pages to locate the barcode, then typing the digits into the computer

Checking-out items - The input methods described above may be used. Check-in occurs an average of every 1 ½ to 2 minutes at the Circulation Desk. May also check materials in as time allows between other duties.

Check-in of delivery and book drop - averages one item every 15 - 30 seconds. Similar to position of cashier at grocery store, this task requires continuous motion, reaching to pick up item, lifting to scan barcode, setting item down, tearing receipt from printer, writing on paper, placing in item, placing item on cart or desk, picking up next item to be checked in, etc.

Respond to patron inquiries - verbally provides information, often requires keyboarding to locate information. This duty includes reader's advisory services, directional questions, placing holds, and providing information about library services and programs. May also require physical searching to locate information and retrieving material from the shelves, as described below.

Use of telephone - May use either hand to lift receiver and push buttons.

Opening of audiovisual cases where resistance is met - requires use of both hands and the ability to pull against resistance.

Entering/updating information in the computer - requires keyboarding using hands

Assisting patrons with use of copier and computers - may require carrying/lifting item, pulling and opening of drawers to replace paper or remove jammed paper.

Retrieving materials from shelves and returning items to shelves – Heights vary from floor level to above shoulder level. Requires carrying and lifting the item, bending, stooping,

twisting the body, reaching up and lifting items over the shoulder. Normally a two handed operation - one hand holds item, other hand pushes books on shelf aside to create a space to put returned book, books then pushed back together to close the gap. Requires pushing of full book cart.

Shelf-reading/stack maintenance - checks items are in correct shelf order, item by item. Requires same movements as shelving when items are found out of order. May also require shifting - moving items from one shelf to another when one location is too crowded.

Locating information and materials from print sources: Book is retrieved from shelf (as described above), placed on an appropriate height surface, and pages are turned to locate information. The item is returned to the shelf when the task is complete. This process is repeated until the desired information is located.

Locating information from electronic sources: requires keyboarding or use of assistive devices or software to enter data, and ability to access the content of electronic information, with or without the use assistive devices or software.

Pushing/pulling book carts – with varying weights ranging from empty to full book carts.

Emptying book drop – requires pushing empty cart, picking up items in book drop bins and placing them on the book cart, pushing full book cart to Circulation area.

Vision requirements: requires the ability, with or without the use of assistive devices, to locate materials on the shelves, locate a barcode number on an item, and to access the content of printed material or electronic information.

Communication ability: requires sufficient hearing and communication ability, with or without the use of assistive devices, to communicate with patrons and staff to relay information and respond to questions.