

Library Page

Summary

Under the supervision of the Head of Circulation and the general supervision of the Library Director, or their designee, the Page shelves library material in proper order, checks stacks for accuracy, straightens and re-shelves items, shifts materials, performs clerical tasks, assists with general circulation tasks, processes new materials for circulation, checks materials for damage, does general mending, cleans materials, assists patrons with directional questions and refers patrons for assistance.

This is a part-time position scheduled for (4) to (8) hours per week; weekdays.

Position Description and Job Functions

- Shelves library materials
- Straightens shelves and re-shelves items as needed
- Reads shelves for accuracy
- Shifts material to ensure stacks are tidy and material is accessible
- Dusts and cleans shelves
- Assists with general circulation duties
- Checks shelves for overdue items and reserves
- Performs simple clerical tasks
- Processes new materials following department guidelines
- Does general mending and cleaning of library material
- Assists patrons with directional questions
- Assists staff and patrons in locating materials in the stacks
- Assists with special projects as assigned

Knowledge, Skills and Abilities

- Knowledge and skills generally acquired through the first two years of high school, including technology skills
- Positive and enthusiastic approach to customer service, both in person and on the phone
- Demonstrates an understanding of how a library is organized
- Ability to file material in numerical order, ability to file material in alphabetical order
- Ability to follow written and oral instructions
- Demonstrates an acuity for detail and organization
- Ability to work and interact effectively with staff, administrators and volunteers, as well as work as part of a cohesive team
- Demonstrates strong communication skills, both oral and written
- Exhibits flexibility and willingness to work in a dynamic, busy and changing environment
- Enjoys staying busy and looking for ways to help when primary tasks are complete

Conditions and Qualifications

- Ability to move throughout the Library and other Town sites
- Ability to read fine print
- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials weighing up to 75 pounds
- Ability to carry supplies or equipment in excess of 25 pounds within the Library
- Ability to stand or sit at a desk for extended periods of time in one area
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work evenings and weekends

The above description is illustrative of tasks and responsibilities. It is not all inclusive of every task or responsibility.