



LIBRARY PAGE

Position Description

Library Page is a part-time position involving various tasks related to the physical flow and upkeep of library materials. Work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. This position reports to the Library Director. This part-time position is for 12-15 hours-per-week.

Typical Duties & Responsibilities

- Sorts, shelves, relocates, and searches for library materials accurately and efficiently
- Regularly Reviews shelves for accuracy of order, re-shelving materials as needed
- Maintains order and attractiveness of library collections through balancing, edging, and shifting materials
- Clears study tables and keeps furniture in order
- Does simple mending of library materials, labeling and covering
- Performs routine circulation duties, including checking in, checking out, and renewing library materials
- Assists patrons with technology use, including computers and copier
- Provides simple directional information to patrons
- Assists with the creation of displays to promote library events and materials
- Performs other related duties as assigned

Expectations

- Displays courtesy and respect to provide helpful customer service
- Ability to communicate effectively; to understand and carry out simple oral and written directions
- Demonstrates good judgment, accuracy, orderliness, and reliability
- Ability to sort and file alphabetically and numerically
- Possesses suitable computer/technology skills; able to accurately access, input, and receive information from a computer workstation or related technology
- Physical condition commensurate with the demands of the position, including but not limited to, ability to stand for long periods, to reach, bend, and lift objects such as books, supplies, and files