

Job Description: Library Page

The Library Page is responsible for shelving all Library materials; checking in Library materials; maintaining good order in the stacks and study areas; and performing other related tasks.

Supervision:

Reports to the Library Director, but receives daily assignments, training, and priorities from the Circulation and Adult Services Librarian.

Essential Duties:

- Shelf all Library materials; straighten materials on shelves as needed;
- Maintain the Library and its collection in good order by picking up and reshelving materials used in the Library;
- Shelf read Library materials to ensure they are in correct order;
 - Maintain orderly rooms; pick up and put away items that are out of order; pick up toys in children's room, etc.;
- Empty book drop throughout shift, especially at the beginning and end of shift;
- Locate items for patrons or staff members upon request;
- Answer basic patron inquiries, such as location of restroom or location of Library item; refer patron to other staff members for further assistance;
- Perform special projects as prioritized by the Circulation and Adult Services Librarian, or the senior staff member working on weekends or evenings. This includes but is not limited to:
 - Answer incoming phone calls;
 - Inventory, shifting, craft program preparation;
- Provide excellent customer service when interacting with the public.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Requirements:

Individual should be at least 16 years old; should possess basic computer skills; attention to detail; organizational skills; must be able to work a regular weekly schedule that may include evenings and weekends.

Ability to:

Learn organization of Library materials; learn Dewey Decimal System; learn basic Library services and functions; follow oral and written instructions; read and file alphanumeric characters; operate computer terminals; basic keyboard skills; check in and shelve Library materials with speed and accuracy; frequently lift 40 lbs.; reach above the shoulder, bend and stoop to shelve materials; maintain the library and its collections in good order; regularly and predictably attend work; follow directions from a supervisor; understand and follow posted work rules and procedures; accept constructive criticism; and establish and maintain cooperative working relationship with those contacted in the course of work.

Approved by the Board of Trustees, 9/4/2001

Approved by Board of Trustees, 3/4/2014

Approved by Board of Trustees, 5/13/2024