



LIBRARY PAGE

DESCRIPTION

Under supervision this position helps shelve and organize library collection materials and otherwise help prepare the library facilities for program use. The position reads shelves, shelf checks overdue items and applies acquired knowledge to help customers locate materials. The work requires an understanding how the library is organized. The work performed is subject to review through observation, reports and the results achieved.

SUPERVISION RECEIVED

Works under the immediate supervision of the Circulation Supervisor.

EXAMPLES OF DUTIES

- This position is an indirect service provider helping to maintain the availability of library materials by shelving books and other materials, reading the shelves and organizing materials into their proper sequence.
- Answers in-person inquiries, helps customers locate needed materials and refers customers to other appropriate assistance.
- Check-in Library Materials and prepare them for re-shelve.
- Physically lifts and arranges the library furniture weighing up to 75 pounds, equipment and facilities for use by various library programs and restores the rooms or locations to an orderly condition following their use.
- Supports Library events.

OTHER DUTIES

- Develops a working knowledge about the organization and care of library materials and library services and programs.
- Assists with Library events.

KNOWLEDGE, SKILL AND ABILITY

The incumbent must have the ability to communicate effectively orally, in writing and by listening.

A Library Page has and continues to develop a working knowledge of the library collection and its organization.

Physical And Mental Effort/Environmental And Working Conditions

The work includes some physically challenging work such as moving furniture and locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes,

walking and standing for extended periods and carrying a reasonable selection of materials between places where they are stored and places where they are used.

QUALIFICATIONS

To be considered for this position an applicant must have an interest in library services and programs and be in their last two (2) years of high school or have graduated from high school.