

## **Library Page Job Description**

### **Typical Responsibilities of Position**

Under immediate supervision, reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, assists in other support tasks as assigned.

### **Duties/Examples of Work**

1. Assists with acquisitions procedures checking titles against the catalog for ownership.
2. Performs alpha-numeric sorting and filing tasks.
3. Arranges returned materials on book trucks and reshelves them in proper order.
4. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
5. Empties bookdrop and takes returned items to the proper place for checking in.
6. Refers reference and other non-directional questions to appropriate staff member(s).
7. Prepares, repairs, or reconditions library materials.
8. Assists with library programs and displays.
9. Assists users in using photocopying equipment.
10. Performs light housekeeping.
11. Processes new materials, affixing stickers, barcodes, labels, book jackets and cases to the items.
12. Performs all other work as assigned.
13. Discharges materials received from intralibrary delivery and traps patron holds.

### **Knowledge and Abilities**

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic, numeric, or alphanumeric order, and to develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.
7. Ability to understand and perform assigned library procedures.

8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Working knowledge of English grammar and spelling.

### **Physical Demands of the Position**

1. Ability to work in confined spaces.
2. Bending/twisting, reaching and feeling.
3. Climbing: ascending and descending short footstool.
4. Handling: picking up and shelving books.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
8. Talking, hearing and near vision.

### **Mental Requirements**

1. Ability to apply technical knowledge
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Communication Skills: effectively communicate ideas and information both in written and verbal form.
5. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
6. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
7. Time Management: set priorities in order to meet assignment deadlines.

**Environmental/Working Conditions**

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.

**Equipment Used**

Book truck for transporting materials to proper areas for reshelving, microfilm/fiche reader/printer, photocopier, computer, label maker, and other equipment used to process materials.

**Education and Experience**

1. Education equivalent to junior in high school
2. Eligible for a child labor permit, if required.
3. No experience required.