

TITLE: LIBRARY PAGE
REPORTS TO: CIRCULATION SUPERVISOR
JOB CLASSIFICATION: NON EXEMPT
LIBRARY: SPRING LAKE DISTRICT LIBRARY
WAGE: STARTS AT \$9.65 PER HOUR

NATURE OF WORK

This is an entry-level position. The main functions of this job are sorting library materials, shelving library materials, and keeping library materials in order. The care taken in the performance of these tasks is essential to the smooth running of the library. In addition, pages assist with other library tasks as required.

EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks that may be required of this position but are not intended to be complete or exclusive of this position.

- Shelves all library materials in the correct place
- Removes old periodicals and newspapers from the circulation shelves for disposal
- Performs shelf reading and physical straightening of library materials to keep shelves in order
- Searches for items listed on monthly status reports
- Checks and repairs AV materials
- Shifts and rearranges materials on the shelves
- Uses the Digital Library Assistant device to confirm item status; fine sorts items onto shelving carts
- Helps prepare building and materials for special events or projects
- Assists with incoming and outgoing interlibrary loan materials
- Provides polite interaction with patrons
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be 14 years of age or older to comply with employment law
- Knowledge of alphabetical order and ability to implement in library use
- Ability to work under supervision
- Must pay careful attention to detail

STANDARD PHYSICAL REQUIREMENTS

- Lift manually 30 pounds of weight
- Push a fully loaded book cart
- Reach shelves which range from floor height to 82 inches high
- Lift, carry, stoop, bend, push, and reach when shelving library materials
- See adequately to perform the duties of the position

WORKING ENVIRONMENT

- Climate-controlled building.
- Library setting with work interruptions by patrons and staff.
- May require weekends or evenings.

REPORTING RELATIONSHIP

- Reports to the Page Supervisor. In the absence of the Page Supervisor, reports to the Circulation Supervisor.