**Library Page Job Description**

**Typical Responsibilities of Position**

Under immediate supervision of the Technical Services Coordinator, efficiently and accurately shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

**Duties/Examples of Work**

1. Performs alphanumeric sorting and filing tasks.

2. Arranges returned materials on book trucks and shelves them in proper order.

3. Empties book drop, puts appropriate items through the sorter, and takes the remaining items to the proper place for checking in.

4. Performs check-in and holds procedures when scheduled and as necessary.

5. Processes and covers new books as necessary.

6. Performs searches for items on the trace and/or pick list reports.

7. Assists with library programs and displays.

8. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other

assigned areas

9. Refers reference and other non-directional questions to appropriate staff member(s).

10. Performs all other work as assigned.

**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. Possess good interpersonal skills and ability to maintain and foster cooperative and courteous

working relationship with the public, peers and supervisors.

9. Possess a working knowledge of English grammar and spelling.

**Physical Demands of the Position**

1. Bending/twisting, reaching and feeling.

2. Climbing: ascending and descending short footstool.

3. Handling: picking up and shelving books.

4. Lifting and carrying: 50 pounds or less.

5. Pushing and pulling: objects weighing 300-400 pounds on wheels.

6. Sitting, standing, walking, stooping, kneeling and crouching.

7. Reading down to the ground and up to 80 inches in height with the aid of a footstool.

8. Near vision: reading faded type, font size 12 or smaller on item labels.

**Mental Demands of the Position**

1. Ability to apply technical knowledge.

2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor,

verbally and in written form.

3. Time management: set priorities in order to meet assignment deadlines

4. Ability to deal with abstract and concrete variables.

5. Communication skills: effectively communicate ideas and information both in written and verbal

form.

6. Mathematical ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and

division) without the aid of a calculator.

7. Reading ability: effectively read and understand information contained in memoranda, reports,

directions, and bulletins, etc.

**Environmental/Working Conditions**

1. Flexible work hours; daytime or frequent evening and weekend hours.

2. Inside work environment.

**Equipment Used**

Book truck for transporting materials to proper areas for reshelving, sorting machine to check in items, photocopier, computer, label maker, CD/DVD resurfacing machine, stepstool, and other equipment used to process materials.

**Education and Experience**

1. Education equivalent to a junior in high school.

2. Eligible for a child labor permit, if required.

3. No experience required.

Library Board Approved December 3, 2008

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