

## **LIBRARY PAGE**

### **RESPONSIBILITIES OF POSITION:**

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

### **DUTIES:**

1. Performs alphanumeric sorting and filing tasks.
2. Arranges returned materials on book carts and reshelve them in proper order.
3. Shelf reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
4. Empties bookdrop and takes returned items to the proper place for discharge.
5. Refers non-directional questions to appropriate staff member(s).
6. Prepares, repairs, or reconditions library materials.
7. Assists with library programs and displays.
8. Performs light housekeeping.
9. Assists with 2<sup>nd</sup> check in of materials.
10. Assists with 1<sup>st</sup> check in of materials upon approval of Director.
11. Assists with checking out materials upon approval of Director.
12. Performs other related duties as required.

### **KNOWLEDGE AND ABILITIES:**

1. Ability to understand and perform routine library procedures.
2. Ability to communicate effectively with staff and public.
3. Ability to sort efficiently in alphabetic or number order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
4. Ability to follow directions.
5. Ability to perform moderately heavy physical work.
6. Ability to maintain a regular work schedule.
7. Ability to follow detailed instructions.
8. Ability to maintain confidentiality of library patron records.

### **PHYSICAL DEMANDS OF POSITION:**

1. Standing, walking, stooping, kneeling and crouching.
2. Climbing, ascending and descending short footstool.
3. Bending/twisting, reaching and feeling.
4. Talking, hearing and near vision.

5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing 60-80 pounds on wheels.
7. Handling: picking up and shelving materials.

#### MENTAL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins.
3. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.

#### ENVIRONMENTAL/WORKING CONDITIONS:

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

#### EQUIPMENT USED:

Book trucks (carts) for transporting materials to proper areas for reshelving.  
Photocopier and other office equipment for assisting staff.

#### EDUCATION AND EXPERIENCE:

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