

MANLIUS LIBRARY LIBRARY PAGE



JOB TITLE: Library Page

SUMMARY:

The library page assists the library staff by putting books and other materials on shelves in correct order, reading the shelves and re-shelving items that are out of place, and shifting materials from one section of shelving to another to more evenly distribute materials within a section of stacks. The library page empties the outside library book return, assists with special projects or assignments, pulls library items from the daily holds list to fulfill holds, and helps perform the evening closing procedures.

DUTIES AND RESPONSIBILITIES:

- Understand the Dewey Decimal classification system and become knowledgeable about the location of the different categories and collections of the library
- Monitor and maintain shelf order by reading and straightening shelves, including re-shelving books placed out of order by patrons
- Empty the outside book return
- Pull items on the daily holds list from our shelves for patrons
- Clear books from tables, bins, chairs, windowsills, etc. and maintain neat and orderly reading areas
- Pick up and dispose of any litter on tables, shelves, floors, or other surfaces.
- Perform evening closing procedures
- Be punctual, have a positive attitude and deal cordially with staff and library patrons
- Assist the Circulation Manager with any other jobs necessary

QUALIFICATION AND SKILLS:

- Must be at least 16 years of age
- Must work a minimum of 3 hours per week and be available on weekends
- Must have reliable transportation
- Must demonstrate an ability to put items in order alphabetically and numerically
- Ability to understand and follow oral and written instructions
- Ability to work independently and efficiently

PHYSICAL REQUIREMENTS:

- Ability to lift up to 25 pounds and move fully loaded book carts throughout the library
- Ability to stand, bend to floor, and reach up to 72 inches to shelve materials
- Possess good eyesight (with or without correction)

REPORTS TO: Overall supervision and coordination is the responsibility of the Circulation Manager. Library Pages are hired on a 90 day probationary basis and will meet with the Circulation Manager at the end of the probationary period for a performance appraisal.