

POSITION TITLE: Library Page (Part Time)

GENERAL DESCRIPTION:

The Library Page assists library staff with maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. The Library Page assists with routine tasks that support the day to day functioning of the library and preparation for special programs and events.

ESSENTIAL JOB FUNCTIONS:

Circulation

- Greets patrons throughout the library and promotes a welcoming atmosphere.
- Shelves and retrieves library materials and performs shelfwork (reading, inventory, weeding, shifting).
- Assists the public with technology use including: public computers, in-house gaming systems, copiers, printers, and fax.
- Assists patrons in the location and use of library materials, services, and technology.
- Answers in-person and telephone questions, referring to other staff as appropriate.
- Performs basic circulation tasks such as checking in and out materials, placing holds, and collecting payments.
- Runs hold queues and searches for requested items.

Technical Services

- Covers and processes books, periodicals and media.
- Cleans and repairs damaged materials.
- Periodically locates and pulls materials for review, replacement, or withdrawal.
- Discards withdrawn materials, as needed.

Facility Assistance

- Light cleaning of public and staff spaces to maintain a sanitary and tidy environment.
- Sorting, organizing, and cleaning toys while monitoring for damage and possible replacement
- Behavior monitoring of public spaces and programs
- Setting up technology, furniture, and supplies for programs

OTHER JOB FUNCTIONS:

- Attends and participates in regularly scheduled meetings.
- Develops a working knowledge about the organization and care of library materials, as well as library services and programs.
- Supports the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement, and Code of Ethics.
- Other duties as assigned to assist with library operations.

QUALIFICATIONS:

- Must be a high school graduate or student. Requirements for students under the age of 18 must follow New York State Law.
- A general knowledge of libraries and their arrangement of materials
- Skills in alphabetizing and ordering numbers, and ability to learn library filing systems
- Proficiency with current technology (software, applications, platforms, devices) and ability to adapt to evolving technological environments
- Ability to relate well to co-workers and the public, both adults and children
- A willingness to learn and take direction
- Ability to move quickly among duties
- Accountability to be present and on time for scheduled hours

PHYSICAL REQUIREMENTS

- Must be able to push or pull carts.
- Ability to bend, stretch, squat, and lift (up to 40 lbs.)
- Ability to stand for extended periods of time.
- Must be able to reach the highest and lowest shelves in the library.