

Library Page



GENERAL DESCRIPTION: Maintain the collections of the Crown Point Community Library in proper order for easy access by patrons and staff.

ESSENTIAL FUNCTIONS OF THE JOB (The following is not a comprehensive list but a representative summary of the primary duties and responsibilities.) A Library page works under supervision of the Head of Circulation.

- Cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations and excellent customer service.
- Shelf materials accurately in the collections.
- Straighten the collection as necessary and check the correct placement of materials by “reading” the collection as assigned.
- Answer simple directional questions with knowledge of location of library collections.
- Assist with referral questions and direct patrons.
- Straighten tables, seating areas and other sections of the library by removing books and other materials and returning them to the circulation desk.
- Assist with other projects or activities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to shelve materials in proper order according to alphabet or numerical order.
- Ability to communicate effectively and positively.
- Ability to demonstrate excellent customer service to the public and coworkers.
- Ability to work harmoniously and effectively with other library staff.
- Ability and willingness to assist with special projects.
- Ability to follow directions accurately.

Library Page



PHYSICAL DEMANDS

- The employee is routinely required to stand, walk, climb, kneel or crouch.
- The employee must be able to lift or move up to 25 pounds.
- The employee will routinely push carts of books and other materials.

QUALIFICATIONS

- Minimum age of 16 years old.
- Currently enrolled in high school/homeschool, or completed GED or high school diploma. Additional education/degrees also acceptable.
- Ability to interact positively and effectively with the public and staff.
- Knowledge of organization of library collections.

Grade: 1A