

TOWN OF CANTON

TITLE: Library Page

CLASS: Hourly

DEPARTMENT: Canton Public Library

DATE: April 4, 2011

POSITION DESCRIPTION: Responsible for shelving library materials returned from circulation, and for performing other routine, well-defined tasks in all areas of the library.

SUPERVISION RECEIVED: Works under the direction of the Library Director and the Circulation Supervisor. Depending on assignment, may work under the direction of other supervisory staff.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES:

- Shelves library materials returned from circulation; re-shelves library materials used in-house and/or left on tables, windowsills, and other surfaces
- Shelfreads to ensure that library materials are on shelf in proper order
- Straightens and neatens shelves
- Shifts collection or parts of collection, as instructed
- Helps to maintain proper order of magazines and newspapers in public areas and in storage
- Identifies library materials in need of repair to supervisory staff
- Answers directional questions from patrons; refers all other questions to staff
- Assists in repairing library materials, cleaning discs, and other collection maintenance
- Makes photocopies, sorts materials, and prepares craft materials for use in programs
- Helps prepare library facilities for programs; helps clean up after programs
- Performs other tasks and duties as necessary and/or as requested

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn routine library procedures, follow written or oral instructions, learn and follow Dewey Decimal system and other filing systems, and work cooperatively with other staff members and patrons

MINIMUM QUALIFICATIONS: Must be at least 15 years of age.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS: Manual dexterity. Ability to bend and stretch to reach low and high shelves. Ability to lift and carry 35 pounds and to maneuver a fully loaded book cart. Requires flexible working hours including evenings and weekends

LICENSE OR CERTIFICATE: None