

Classification Title: Library Page

Summary:

An entry-level position which involves responsibility for performing clerical-type tasks in accordance with established library procedures. The job title is supervised by the Adult and Teen Services Librarian.

Activities:

1. Sorts library materials by type.
2. Places materials in shelf order on rolling book trucks.
3. Returns materials to appropriate shelves or other locations (collections) within the library.
4. Shelf reads and straightens assigned collections on a regular basis to maintain order of collections.
5. Other duties as assigned by supervisor and/or librarians or clerical staff on duty.

Abilities, Skills, and Knowledge Required:

1. Ability to alphabetize.
2. Ability to utilize Dewey Decimal Classification and ANSCAR Classification Systems to place materials in proper order within their collections.
3. Aptitude for detail work.
4. Accuracy, promptness, and reliability.
5. Good communication skills and cooperation with co-workers.
6. Must be flexible as to personal schedule.
7. Ability to understand the basic layout of the library's collections and floor plan.
8. Courteous demeanor with patrons.

Acceptable Training and Experience:

Working papers are required of all students ages 15 through 18 years. Minimum hiring age will be 15 years old.

Hours:

Pages generally work **9-12 hours per week** (normally four periods of three hours each). Work periods may be mornings, afternoons, evenings, and weekends (Saturday morning from 9:30 a.m. until 1:00 p.m. or afternoon from 2:00 to 5:00 p.m., and Sunday afternoon from 12:30 to 4:00 p.m.), in rotation with other pages. Afternoon shifts are usually 3:00 to 6:00 p.m. and evening shifts from 6:00 to 9:00 p.m. **Hours are year-round.** Pages are generally not hired for seasonal (summer) work only.

Wages:

The **starting salary is \$7.15 per hour.** After 500 hours have been accumulated, an increment increase of 20¢ per hour will be added to the base pay if a satisfactory performance evaluation is achieved.