

Henderson County Public Library District

Library Page

Job Description

JOB SUMMARY:

A Page is responsible for the orderly return of library materials to their proper place. They must follow ALA principles and guidelines as they pertain to censorship and confidentiality.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain good relations with public and staff.
- Follow library policies and procedures consistently.
- Return materials to proper location.
- Shelf read the collection to maintain order.
- Assist patrons with locating material.
- Assist with opening and closing procedures of the library.
- Assist in keeping the library neat and orderly.
- Attend and participate in meetings and workshops as appropriate.
- Perform other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES:

- May assist patrons with reference and readers' advisory questions.
- May assist with collection maintenance.
- May assist with meeting room preparation.
- May assist in preparing new materials for circulation.
- May use library automated system to check materials in/out, process holds, register new borrowers, and collect fines/fees.
- May assist patrons with the use of library equipment, including the online catalog, public computers, and copier.
- May perform basic housekeeping tasks as assigned.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required for the majority of the day to stand; sit; walk; use hands to

finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

EDUCATION AND EXPERIENCE REQUIRMENTS:

- Must be at least 16 years of age and have acquired or be pursuing a high school diploma or GED.
- Public library experience strongly preferred.
- Working knowledge of computers required.

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of the library's services and collections.
- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order
- Ability to multi-task and work with frequent interruptions.
- Knowledge of and commitment to excellent customer service.
- Ability to work cooperatively and interact with people of varying personalities and ages in a variety of situations.
- Ability to understand and follow oral and written instructions.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

WORK SCHEDULE:

This is a part time position. Varied schedules may include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

SUPERVISORS:

Circulation Manager, Assistant Circulation Manager, Library Director and Assistant Director