

Library Page Job Description

Physical Requirements:

Requires frequent lifting and carrying of library materials, pushing and pulling of book carts, and frequent stooping and reaching.

Requires visual discrimination and the ability to correctly read spine labels.

Duties:

Accurately shelving library materials.

Monitoring the shelves to see that all items are in correct order according to the library's shelving guidelines ("shelf reading").

Emptying the book drops on a regular basis.

Performing "shelf shifting" when shelving units become too crowded.

Loading and unloading deliveries of books to/from other libraries.

Pulling items from shelves to fill hold requests from patrons/other libraries.

Dusting shelves and other library furnishings as needed.

Cleaning library materials and computer workstations as needed.

Keeping the interior of the library in good order by pushing in chairs, straightening tables, collecting and re-shelving loose books and magazines, etc.

Assisting library staff with closing procedures if needed.

Assisting library staff with preparing and hosting library programs if needed.

Processing discarded library materials.

Assisting with the disposition of donated books.