



# Job Description

**Job Title:** Library Page  
**Department:** Varies  
**Reports to:** Department Head or Manager

**Classification:** Non-Union – Part-time  
**FLSA Status:** Non-Exempt  
**Effective Date:** January 10, 2023

## SUMMARY

The Library Page, a member of the library support team, is responsible for the handling and distribution of the library materials to ensure proper placement and organization of the collection.

To perform this job successfully, an individual in this position must adhere to the Library's mission, vision, and core values and be able to meet or excel in the following representative responsibilities, knowledge, and abilities:

## ESSENTIAL DUTIES AND RESPONSIBILITIES - GENERAL

- Loads and sorts book trucks for shelving.
- Inspects, cleans, and/or repairs collection materials as needed.
- Shelves collection materials in their proper location and order.
- Maintains the collection order and aesthetics through shelf reading and straightening.
- Follows department cleaning protocols for public health and safety.
- May work in other departments or locations as needed.
- Performs related work as required.

### ✓ **Specialized ESSENTIAL DUTIES AND RESPONSIBILITIES – Circulation Dept**

- Moves materials from lobby drop box to sorter room using wheeled bins.
- Checks in returned materials using an automated sorter.
- Empties bins and places material on carts.
- Checks materials for missing parts and reports damages.
- Transports full carts to designated areas.
- Shelves materials in the lobby or other areas as required.

### ✓ **Specialized ESSENTIAL DUTIES AND RESPONSIBILITIES – Technical Services Dept**

- Prepares audiobook title covers.
- Prepares DVDs, CDs, magazines, and other collection materials for data entry.
- Prepares donated paperbacks for circulation.

### ✓ **Specialized ESSENTIAL DUTIES AND RESPONSIBILITIES – Sight & Sound Dept**

- Conducts set-up and tear-down of McGuire Community Room per reservation requests.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of library policies and procedures.
- Knowledge and application of alphabetic and Dewey Decimal filing systems.
- Knowledge and support of the Library's strategic Plan.
- Strong attention to details and accuracy.
- Ability to work and communicate effectively with the public and other employees.
- Ability to be flexible and creative in a rapidly changing environment.

- Ability to stand for long periods of time, bend, stoop, and stretch.
- Must be able to push fully loaded carts of materials on a regular basis.

**EDUCATION, EXPERIENCE or OTHER Qualifications include:**

- Must meet the State of Michigan minimum age requirements for employment.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.