

## TOWN OF CANTON

**TITLE:** Library Page

**CLASS:** Hourly

**DEPARTMENT:** Canton Public Library

**DATE:** April 4, 2011

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**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