

Lied Public Library Policy**Section: Personnel****Subject: Library Page****Board****Approved:01/2006****Reviewed:11/2023****Revised: 05/2014**

Library Page

Under supervision this position is a service provider helping to maintain the availability of library materials and preparing the library for programs.

Qualifications and Skills:

The incumbent must have the ability to communicate effectively orally, in writing and by listening. The Library Page must have the ability to learn the Dewey Decimal system and other library filing systems.

Duties of the Library Page:

- Shelve books and keep shelves in order
- Help librarians prepare for special programs
- Assist in preparing materials for circulation
- Assist library patrons in finding materials
- Assist at circulation desk by checking items in and out
- Assists library patrons with computers
- Duties as assigned

Supervision:

The Library Page is under the supervision of the Library Director and/or Circulation Librarian.

Physical/Mental Demands:

- Must be able to sit and/or stand for long periods through the work day, with intermittent periods of walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties of job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands: feet/legs and torso necessary to carry out duties of job. These include moving furniture and locating and obtaining information and materials throughout the library in a wide variety of sizes and shapes and operation of various computers and office equipment.
- Must be able to pay close attention to details and concentrate on work with frequent interruptions.
- Must occasionally lift and/or move up to 40 pounds, such as an armload of books, tables or chairs and ability to push loaded book cart/table cart/chair cart weighing up to 300 pounds on tile and carpeted surfaces.

Salary Range:

- \$8.00/hour starting wage
 - Commensurate with qualifications and experience