

Page Position Description

The Library Page is responsible for performing a variety of tasks related to the day-to-day management of library materials. The Bloomfield-Eastern Greene County Public Library (BEGCPL) page staff work in a team-oriented environment and are responsible for processing library materials, assisting with library circulation, and shelving materials in the youth and adult service areas, depending upon the day's assignment.

Library Page Basic Duties and Responsibilities

The following functions are considered essential to this position, and are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive. These duties are important in order to keep the library running smoothly. Other library-related projects and duties will be assigned when needed and appropriate.

- Shelf materials in the correct locations
- Assist patrons:
 - Checking in and out books
 - Answering both general and computer-related questions
 - Referring more complicated questions to a librarian or library assistant
 - Receive patron complaints, and escalate any problems to a librarian
 - Accepting and processing money for fines
- Shelf reading and checking the accuracy of sections of shelved materials
- May also be assigned special projects, like:
 - Organizing donations
 - Setting up for library programs
- Other duties as needed

Skills and Requirements

Necessary skills:

- Outstanding attention to detail - Pages are primarily responsible for shelving materials. Items shelved out of order mean patrons can't locate and utilize them, so paying attention to small details is extremely important
- Ability to follow oral and written instructions, verbal communication, and interpersonal skills – Pages do a variety of tasks each shift, and these tasks may vary day-to-day, as they include librarian assigned project, and coming into contact with the public. Communication verbally and in writing is a vital skill
- Basic computer literacy, such as ability to navigate in a Windows environment, use a Web browser and standard Microsoft software, such as Word and Excel - Pages also use library software to help people do research or look for material
- Ability to work independently with minimal supervision as well as part of a team – Pages need to be able to self-start and determine the best use of their time in a given shift. Once the standard tasks are completed, pages will need to either be confident and review suggested tasks on their own or ask Library assistants or Librarians for additional tasks. There is always something to do in the Library.
- Use of discretion with regard to patron privacy

Physical requirements:

- Must be able to:
 - Carry/lift heavy stacks and/or boxes of books (about 35 lbs),
 - Bend low and reach high to shelve books
 - Push a library cart
- Vision is necessary in all aspects of the position such as equipment use, observance of patron behavior, paperwork, observing safety of co-workers, public, etc
- Hearing is necessary for receiving instructions and requests from patrons and staff, and for communicating on the telephone
- Talking is necessary for communicating with employees, patrons, and the general public
- Taste and Smell are necessary for detecting fumes and gases
- Dexterity is necessary for operating equipment, handwriting, computer keyboard operations, etc
- Mobility is needed to walk around the library, in the meeting and storage areas

Basic Requirements:

- Must be at least 15 years of age
- Must be able to comprehend, speak and write the English language
- Must be able to operate a computer

Job Search info – Pay, schedule, travel,

Job Type: Part-time

Pay: \$8.50-\$10.00 per hour

Schedule: Average 6-12 hours per week

Shift: 4-7 hour shift; Days & Evenings, Some Saturdays – all within or around Library open hours

Language: English (Required)