

# The Loutit District Library Job Description

**Job title:** Library Page/Library Aide

**FLSA:** Non-exempt

**This position reports to:** Assistant Director

## **Job Summary:**

*This is a non-professional library position under the supervision of the Assistant Director in which the employee checks in, sorts, and, shelves library materials, and maintains all items of the collection in good order.*

## **Primary Job Functions:**

1. Checks in, sorts, and shelves all library materials in correct order.
2. Empties bookdrops.
3. Unlocks and locks doors at opening and closing time.
4. Straightens, shifts, and edges collections as a routine part of shelving.
5. Ensures that collections are in order through regular shelf-reading.
6. Maintains the newspaper collection.
7. Picks up loose items, including books and toys left on tables, carts, shelves, or the floor and returns them to their proper place.

## **Secondary Job Functions:**

1. May assist in notifying patrons via phone of items to be picked up.
2. May assist with processing Interlibrary Loan deliveries.
3. May assist in orienting volunteer shelvees.

4. May assist in checking out items and collecting fines at the Check-Out Desk.
5. Performs other duties as assigned, such as photocopying, assisting with mailings, cutting scrap paper, retrieving materials for library patrons and library staff, along with word processing and data entry.

**Knowledge, Skills, and Abilities:**

1. Ability to read print.
2. Ability to place items in alphabetical and numerical order.
3. Ability to acquire knowledge of the principles and practices of public libraries and an understanding of local library policies.
4. Ability to follow verbal and written instructions.
5. Ability to work harmoniously with other library employees and with patrons.

**Requirements:**

1. Must be at least 18 years old.
2. Must possess or be working toward achieving a high school diploma or its equivalent.
3. Working some evenings and weekends.

**Physical Requirements**

1. Ability to shelve or retrieve books.
2. Ability to lift, carry and transport books.
3. Ability to enter and access information on a computer.
4. Ability to access all areas of the library.
5. Ability to effectively communicate with others.

**Reporting Relationship:**

Reports to the Assistant Director. In the absence of that person, reports to the Library Director. In absence of the Library Director, reports to a Librarian. In absence of a Librarian, reports to the Library Assistant II in charge.

*The above is intended to describe the primary and secondary job functions and the requirements for the performance of this job. This job description is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.*

**Approving this job description:**

_____	_____	_____
Library Director	Date approved	Date reviewed

_____	_____	_____
District Library Board	Date approved	Date reviewed