

# The Loutit District Library Job Description

**Job title:** Library Page

**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 book drops.
3. Opens and closes the library.
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. Relocates donated materials to the Cheapstacks Used Bookstore.
2. May assist in notifying patrons via phone of items to be picked up.
3. May do word processing and data entry.
4. May assist with processing library materials.

5. May assist with creating displays.
6. Performs other duties as assigned, such as photocopying, assisting with mailings, cutting scrap paper, retrieving materials for library patrons and library staff, and delivering messages.

**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 shelve or retrieve library materials from all heights of shelves and all locations in the library.
6. Ability to load and push a library bookcart to appropriate locations in the library.
7. Ability to work harmoniously with other library employees and with patrons.
8. Ability to use a computer or knowledge of word processing.

**Requirements:**

1. Must be at least 15 years old.
2. If less than 18 years of age, must obtain a work permit.
3. Must possess or be working toward achieving a high school diploma or its equivalent.
4. Stooping, bending, and reaching overhead.
8. May be required to lift up to 50 pounds.
6. Working some evenings and weekends.

**Working Conditions:**

1. Climate-controlled building.
2. Fast-paced library setting with distractions.

**Reporting Relationship:**

1. 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