

# Loutit District Library

## Job Description

**Job Title:** Library Page – Circulation

**Reports to:** Head of Circulation Services

**Job Summary:**

*The position of Library Page – Circulation is a paraprofessional position. Under the supervision of the Head of Circulation Services; this position is responsible for checking in, sorting, and shelving library materials and maintaining all collection items in good order.*

**Primary Responsibilities:**

- Responsible for the inspection and check-in of library materials.
- Responsible for emptying library book drops.
- Shelves all library materials in alphabetical, chronological, or numerical order, using Dewey Decimal and our organizational system.
- Ensures that collections are in order through regular shelf-reading. Maintains shelved books to ensure accuracy and proper placement.
- Straightens, shifts, and edges collections as a routine part of shelving.
- Pick up loose items, including books and toys left on tables, carts, shelves, or the floor, and return them to their proper place.

**Secondary Responsibilities:**

- Participates in staff meetings and training.
- Provide customer service support as needed.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to read numbers and letters rapidly and accurately.
- Ability to place items alphabetically, chronologically, and numerically.
- Familiarity with Microsoft Office, Google Suite, digital services, and devices.
- Ability to learn the library software.
- Ability to meet deadlines and work independently with great attention to detail.
- Ability to express ideas clearly and effectively to others through verbal, written, and visual communication.
- Strong customer service skills and patience with users.
- Ability to learn Dewey Decimal and our library organization system.
- Ability to work independently and without constant supervision.
- Ability to use logic and common sense in various scenarios.
- Ability to follow verbal and written directions.

**Requirements:**

- Must be at least 18 years old.
- Flexible schedule, including mornings, evenings, and weekends.
- Positive attitude and able to work successfully as part of a team.

**Physical Requirements:**

- Ability to stand, walk, reach, and bend to place materials on shelves for multiple hours.
- Ability to retrieve library materials from all heights of shelves and access all locations in the library.
- Ability to enter and access information on a computer.

**Working Conditions:**

- Climate-controlled building. May work off-campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

**Reporting Relationship:**

