

# **Buchanan District Library**

## **Job Description**

### **Library Page**

(7/2017)

A library page for the Buchanan District Library will assist staff to insure the smooth functioning of the library. All library pages must be courteous and professional to all library patrons and staff. All library pages must be flexible and able to take direction well. This position is designed to give local students work experience while in high school. Employment is not guaranteed beyond graduation from high school.

**Requirements:** Enrollment in Buchanan High School or a home schooled Buchanan resident is mandatory. Basic understanding of the function and organization of the library is essential. Pages must be able to pay close attention to detail, to deliver excellent customer service, and to work well with others. Some Saturday work will be required for programs.

#### **Basic Duties:**

- Shelve items
- Straighten and shelf read the stacks
- Attend to the general good order of the library
- Assist with preparation and running of programs as needed
- Assist with various projects as directed by administrative staff
- Assist with cleaning of tables, windows, carpet, and the removal of trash and recycling
- In some circumstances, Pages may assist at the circulation desk

**Hours and Location:** This is a part-time position. Work schedule could include some evening and weekend hours. A regular schedule will be decided at hire and may be negotiated as needed by the library or the employee. Must be able to work at least 6 hours per week, split between two days. Full details of employment, benefits and policies are included in the personnel policy. All employees will receive a copy of this policy at hire. All employment is at will.

**Physical Requirements:** Ability to stand, sit, bend, and stoop for extended periods of time. Ability to push, pull, or lift materials or equipment weighing 40 pounds or more. Experience working with ladders.