



## Library Page

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.

**Requirements:** 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. This position reports directly to the Circulation Coordinator

### Basic Duties:

- Shelf items
- Straighten and shelf read
- Assist with preparation and running of programs as needed
- Assist with various tasks as directed by the Circulation Coordinator
- Assist with cleaning of tables, windows, carpet, and the removal of trash and recycling

**Hours and Location:** This is a part-time position typically filled by high school students. 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 4 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.

*The above statements are intended to describe the general nature and level of work and support being performed by employees assigned to this classification. They are not intended to be all-inclusive and other duties and responsibilities may be assigned as needed. 3/2025*