

Alpha Park Public Library District

Job Description

Access Services Page



Reports to Department Head

Department: Access Services

Classification: **Entry Level—Temporary**, part-time, hourly

General Statement

A library Page shelves materials neatly, accurately, and promptly. This position has firsthand knowledge of library materials' locations, where and who can provide additional resources for patrons, and is familiar with the policies and general procedure of the library. A Page works with all members of the library staff to ensure excellent user experience for all patrons. Daily shelving and shelf reading should be done with diligence and precision. Other duties include assisting the Department Head and Access Services Specialist with weeding, shifting, cleaning, sorting materials, stocking printers and copy machines with paper, and taking recycling to the dumpster.

Responsibilities

- Shelving and shelf reading of library materials
- Removal of trash and recycling to dumpsters
- Assist with circulation projects
- Other duties as assigned

Qualifications

- Current High School Student
- Strong attention to detail

Working Conditions

- Evening and weekend hours required
- Lift up to 50lbs with assistance
- Able to move/steer a fully stocked book cart
- Stand for extended periods of time
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing