EAST CENTRAL REGIONAL LIBRARY

Position Description

Job Title: Library Page | Class: 1

Exemption Status: Non-exempt | Department: Branch libraries

Authorization: | Date: 06-22-01, Revised and approved 6/9/08

Job Specifications

Factor	Level
EDUCATION	High School Diploma or GED, or education level appropriate to age
JOB RELATED EXPERIENCE	None
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Branch librarian

Job Summary The Library Page is responsible for shelving library materials and performing miscellaneous duties as assigned by the Circulation Manager.

Physical Requirements: Daily requirements are standing and walking with frequent demands of bending, reaching, crouching, pushing, pulling and kneeling, and occasional lifting and carrying up to 25 pounds.

Job Duties:

100% Shelving and Related Duties

1. Shelve library print and non-print materials
2. Organize and straighten shelves
3. Read shelves to ensure items are arranged correctly
4. Identify items for mending, labeling, or maintenance.
5. Performs other duties as assigned