

Job Description



Job Title: Library Page
Supervisor: Assistant Head of Circulation
FLSA Status: Non-Exempt
Last Updated: 9/23/2022

JOB SUMMARY:

Under the supervision of the Assistant Head of Circulation, maintains the organization of shelved library materials.

DUTIES AND RESPONSIBILITIES:

1. Provides consistent, gracious, and friendly service to internal and external customers.
2. Shelves library items and maintains organization of the library collection through proper placement of library materials on shelves and racks.
3. Checks for materials left on tables, shelves, and racks and returns to proper location.
4. Checks shelves for accuracy and maintains appearances of shelves including shifting books as needed.
5. Assists with pulling books to fulfill holds as needed.
6. Checks shelves for items reported as missing or misplaced on SWAN reports.
7. Empties outdoor and interior book drops.
8. Refer patron inquiries to the appropriate desk.
9. Assists with the training of new pages.
10. Performs routine tasks and special projects associated with Circulation, Technical Services, Adult, and Youth Services Departments.
11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively with the library classification of items including headings, sub-headings, and alphabetizing library materials.
2. Ability to bend, stoop, lift, carry, and push a fully loaded library cart.
3. Ability to take direction and ask questions for clarification.
4. Ability to work as an effective team member.
5. Ability to establish and maintain effective relationships with staff members and Library users.
6. Ability to adapt to change.
7. Ability to represent and promote the Frankfort Public Library District.
8. Ability to work independently after training is complete.

QUALIFICATIONS:

- Completed at least 1 year of high school or equivalent.
- At least 16 years of age.
- Able to work evenings and weekends.