



Position Description

LIBRARY PAGE / LIBRARY PAGE

DEFINITION

The persons in these positions perform routine tasks related to maintaining the order of the library collections: shelving, sorting, filing, and shelf-reading of books, magazines, and audio-visual materials. Pages also clean and mend library materials, process new materials, and prepare them for circulation. They perform procedures to open the building and secure it at closing time. Pages may also perform clerical office tasks such as checking-in new materials and preparing artwork for display.

SUPERVISION RECEIVED AND EXERCISED

Library Page : Receives direct and immediate supervision as well as initial training from the Circulation Services Coordinator. May receive direction from other paraprofessional and professional staff according to functional area of responsibility.

Library Page : Receives direct and immediate supervision from the Circulation Services Coordinator. May receive direction from other paraprofessional and professional staff to perform assigned tasks.

DISTINGUISHING CHARACTERISTICS

Library Page : This is the entry-level Page position. Employees will be taught procedures for Page tasks and will be expected to learn library organization.

Library Page : These employees will have mastered all basic Page tasks and procedures and will be expected to work with a higher degree of independence and initiative than a Library Page.

EXAMPLES OF DUTIES

Reshelving all returned library materials.

Stamping date-due cards.

Performing procedures for opening and closing the building to the public.

Processing new library materials, e.g., laminating or jacketing book covers; applying labeling, tape reinforcement, pockets, etc.

"Shelf-reading" sections of the collection to maintain proper shelf order.

Preparing artwork for display or distribution.

MINIMUM QUALIFICATIONS

Knowledge of: English language usage, spelling, grammar, alphabetization, basic arithmetic and decimal order.

Ability to: Type, file, spell correctly, do basic mathematical calculations, file in perfect numerical and alphabetical order. Learn detailed procedures for timely and proper completion of assigned tasks. Learn library organization. Be dependable, cooperative, and flexible. Work effectively with fellow Pages and staff; speak and write clearly; have a positive attitude towards computers and machinery.

WORK ENVIRONMENT

Employees will be expected to work nights and weekends as part of a regular schedule.

PHYSICAL DEMANDS

The employee is frequently required to stand, sit, walk, talk, and hear. The employee must frequently use hands and arms to handle, lift, and transport library materials, and to operate library tools; controls, and machines. The employee must frequently bend, squat, stoop, and reach to unload the book drop and delivery bins, and to sort, retrieve, and reshelv library materials. The employee must be able to climb stairs and to move fully loaded book carts across floors and into the dumbwaiter. The employee must be able to see to locate and reshelv materials.

CURRENT SALARY RANGE

Library Page :

Step 1	Step 2	Step 3	Step 4	Step 5
7.35	7.53	7.71	7.90	8.10

Library Page :

Step 1	Step 2	Step 3	Step 4	Step 5
8.74	8.96	9.18	9.41	9.65

LIBRARY PAGE

DEFINITION

In addition to performing regular Library Page /Library Page tasks, employees in this position will assist regular paraprofessional Circulation Desk staff in performing the most basic circulation functions: charging materials in and out, sorting returned materials onto carts for shelving, performing simple financial payment transactions, basic patron registration, and intra-system loan processing. Regular Circulation staff will always be present for consultation or to take over in more complex situations.

SUPERVISION

Receives direct and immediate supervision from the Circulation Services Coordinator. Performance will be overseen at all times by regular paraprofessional Circulation Desk staff.

DISTINGUISHING CHARACTERISTICS

This is the most advanced of Library Page positions. Employees promoted to this level will have mastered all Library Page / Library Page tasks and will have exhibited the higher level of responsibility and maturity deemed necessary for interacting with library patrons on a regular basis. Library Page IIIs will be expected to learn basic functions and tasks associated with the Dynix Circulation System database.

EXAMPLES OF DUTIES

Charging library materials in and out.

Sorting returned materials onto carts for shelving.

Basic fine payment transactions.

Patron registration and issuing of library cards.

Checking availability of library materials and placing holds.

Searching for and processing intra-system holds.

MINIMUM QUALIFICATIONS

Knowledge of: Basic library organization and practices. Dewey Decimal System.

Ability to: Type, spell, alphabetize, do basic math computations; learn and perform basic tasks using the Dynix Circulation System database; be dependable, cooperative and flexible; work effectively with staff and with the public; speak and write clearly; take direction well; learn library procedures and policies.

WORK ENVIRONMENT

The employee will be expected to work nights and weekends as part of a regular schedule.

PHYSICAL DEMANDS

The employee is frequently required to stand, sit, walk, talk, and hear. The employee must frequently use hands and arms to handle, lift, and transport library materials, and to operate library tools, controls, and machines. The employee must frequently bend, squat, stoop, and reach to unload the book drop and delivery bins, and to sort, retrieve, and reshelv library materials. The employee must be able to climb stairs and to move fully loaded book carts across floors and into the dumbwaiter. The employee must be able to see to locate and reshelv materials and to use the Circulation system. The employee must be able to communicate vocally with library patrons.

PROPOSED SALARY RANGE

Step 1	Step 2	Step 3	Step 4	Step 5
10.40	10.66	10.92	11.20	11.48