



Library Page

Last modified JANUARY 29 2025

JOB DESCRIPTION: Our Page is responsible for returning library materials to their proper shelf locations in a timely manner and maintaining the order of materials so that customers and staff can find the items they need. Other duties may include, but are not limited to, contact with customers to assist in locating general areas of the collection and proactively directing customers to appropriate staff for additional assistance.

This position is 10 hours per week, \$7.25–8.25 per hour (depending on library experience).

Applicants must pass a background check. If hired, they must also successfully complete the Page test and Library-provided training in the emergency administration of CPR, AED, and naloxone nasal spray.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the Circulation Supervisor (or the supervisor in charge, if the Circulation Supervisor is unavailable).

SUPERVISION EXERCISED: None.

GUIDELINES: Any and/or all Rowan County Public Library policies, procedures, position description, and new employee orientation manual.

CONTACTS: Fellow Library staff, supervisors, and Library customers.

DUTIES:

- Shelves and files library materials in proper sequence and in a timely fashion
- Arranges items on shelves to ensure they are neat and in correct order
- Assists in collection inventories and shelf reading projects



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- Shifts and balances materials on shelves as necessary
- Provides assistance to Library customers on the floor and proactively directs them to suitable staff for follow-up, as appropriate
- Aids Library customers in using self-check equipment and refers associated technical issues to appropriate staff
- Assists in merchandising the collection and promoting Library materials and services to customers
- Utilizes Library email on a daily basis to stay informed about Library matters
- Participates in pre-weeding by pulling items in bad condition from the collection and delivering them to appropriate staff
- Pulls titles from the pull report for front circulation desk staff
- Pre-sorts donations
- Assists the Patron Accounts Manager in locating lost items
- Respects Library facilities and the work environment by keeping work areas neat, handling minor cleanup tasks, and reporting maintenance issues promptly, as appropriate
- Interacts and communicates pleasantly and effectively with diverse Library customers and staff, maintaining a positive and professional demeanor and providing friendly and courteous service

Note: This job description reflects the Library's assignment of essential functions for this particular position, and does not prescribe or restrict the tasks that may be assigned at a later date or as needed.

EDUCATION/QUALIFICATIONS:

- 18 years of age or older



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- High school diploma or GED
- Previous library experience preferred, but not required

NECESSARY KNOWLEDGE/SKILLS:

Applicants to this position should demonstrate the ability to:

- File items alphabetically and numerically
- Follow oral and/or written instructions
- Understand and/or quickly learn and follow standard library procedures
- Understand the boundaries of job responsibilities and refer Library customers to appropriately trained staff
- Work the required schedule and occasionally help to fill scheduling gaps

EXPECTATIONS APPLICANTS SHOULD HAVE FOR THIS POSITION:

- Ongoing establishment and maintenance of positive, effective working relationships with coworkers and Library customers
- Consistent, effective communication with others
- Frequent, courteous service interactions with Library customers and the community
- Frequent need to effectively operate and/or manipulate computer peripherals such as keyboards, mice, scanners, etc.
- Ongoing need for familiarity with emerging and/or changing technology
- Frequent need to repeatedly move library materials to book trucks, move book trucks to various locations, and place and remove books from any shelf of a 90-inch shelving unit by lifting at, above, and below shoulder level



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- Frequent need to climb small stepladders to shelve library materials
- Frequent need to bend, stoop, stand for periods of two to three (2-3) hours, and lift and/or carry library materials weighing up to 50 pounds
- Consistent need to work without sitting for a minimum of two (2) hours, and to move with reasonable speed during such periods between locations throughout the workplace in order to accomplish public service duties
- Frequent need to read and/or interpret instructions transmitted by computer screen

Note: Physical demands described here are representative of those which must be met by a Library employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work is often performed in and around books, shelves, and computer equipment, requiring adherence to industry safety procedures and/or guidelines.