

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: Library Page

REPORTS TO: Library Director

NATURE AND SCOPE OF POSITION:

Discharge and sorting of returned library materials for shelving. Locate library materials for loan and replace material in shelving area, stacks, and storage according to classification system. Preserves the physical appearance and order of the collections through shelving and shelf-reading. Provides basic assistance to patrons and other staff.

SPECIFIC DUTIES:

- Sort materials for shelving and return them to their physical location within the library.
- Transporting and emptying return bins in and outside the library.
- Searching for missing or improperly shelved materials using reports and shelf checks.
- Verifying materials are located correctly on the shelf via shelf-reading.
- Check-in of returned or delivered items from interlibrary loan service.
- Assisting supervisor with special projects – shifting collection, pulling materials
- Other duties as assigned.

JOB REQUIREMENTS:

- Flexibility to work day, evening, and weekend shifts as needed.
- Ability to push or pull carts of books or other materials (weighing up to 100lbs.)
- Ability to carry large or cumbersome books (up to 15lbs)
- Ability to lift, bend, stand or stoop to sort and shelve materials.
- Ability to type and enter computer data.
- Skill in time management for organizing, prioritizing and completing shelving

<http://www.mtclib.org/wordpress/index.php/library-employment/>