ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.875 – LIBRARY PAGE (revised 6/09/04; revised 6/11/14)

A library page performs a variety of tasks dealing primarily with the shelving of books and materials, maintaining the orderliness of the shelves, and other routine library tasks.

Qualifications/Demonstrated Knowledge, Skills and Abilities:

- Must be at least 16 years of age and possess a valid driver's license.
- Be able to read and write, and maintain above average grades, if enrolled in school.
- Be able to alphabetize to the level of three letters and sort whole numbers, including decimals through five decimal places.
- Be able to follow directions and be concerned about detail, neatness and accuracy.
- Mobility to maneuver through aisles and push or pull loaded book trucks.
- Flexibility to bend and stretch to place materials low or high on 7 ft. shelving.
- Dexterity to pick and sort small pieces and manipulate office equipment.
- Strength to lift, move and carry up to 30 pounds.
- Personal grooming acceptable for work in the public area.

Responsibilities/Duties

- Shelving materials.
- Reading shelves for accuracy of order.
- Organizing and cleaning shelves.
- Pulling holds from shelves.
- Assisting the public in locating items on shelves.
- Stamping and labeling materials.
- Simple cleaning of materials.
- Reading to individuals or groups.
- Assisting with program activities.
- Cutting, pasting and sorting materials for displays or craft activities.
- Perform work in a courteous, pleasant and efficient manner.
- Carry out any other routine tasks assigned by public service team leader.

Supervision received: Public service team leader, executive director or designee

Classification: Novice, hourly, nonexempt

Schedule of hours: Hours vary and may include evening and weekend hours

The above statements are intended to describe the general nature and level of work which is to be performed by personnel classified as library page. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.