Capital Area District Libraries

LIBRARY PAGE

Reports to: Head Librarian or Head of Circulation

Job Summary

Under the supervision of the Branch Head Librarian or Head of Circulation, performs routine tasks in various departments. Sorts books, magazines, media, and returned library materials and items in alphabetical or numerical order and returns them to the proper location in the library.

Duties and Responsibilities

- Sorts books, magazines, media, and returned library materials and items in alphabetical or numerical order and returns them to the proper location in the library.
- Inspects and reads shelves to ensure items are in the proper order, shifting or straightening collections as needed.
- Collects returned items from indoor and outdoor book drops and pulls requested items from stacks. Sets aside new and damaged material for public service staff to review.
- Pulls items to fill holds and places items in appropriate locations. Assists in the running and processing of paging slips.
- Clears tables, pushes in chairs, and assists in general upkeep of the library. May assist with setting up rooms for events.
- Assists with program preparation, including cutting out paper, copying, and gathering supplies. Assists with event clean-up.
- Provides simple directional information and refers complex questions to other appropriate staff members.
- Assists with closing procedures, including turning off lights, checking doors, picking up materials from tables, and straightening the library, etc.
- Performs various housekeeping duties such as dusting, watering plants, shoveling snow, salting walkways, and picking up trash, removing recycling, cleaning items (toys) and other duties, etc.
- Assists in the maintenance of library materials. Handles problem items according to established procedure.
- Assists with inventory of materials, including locating missing items and coordinating with other staff members. May pull damaged items for public service staff to review.

- Operates standard library equipment such as phones, audio-visual equipment, copiers, and computers.

- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Minimum Qualifications

- High School Diploma not required.
- This is an entry-level position and no specific prior experience is required.
- Ability to learn the library shelving system and sort/file materials alphabetically and numerically.
- Ability to work independently, prioritize tasks, and communicate effectively with coworkers.
- Understands basic software Outlook, Teams, etc.
- Ability to work occasional nights and weekends.
- Ability to lift and move 20-25 lbs repeatedly.
- Ability to bend, reach, and pull materials off the shelf.
- Be physically able to perform the essential functions of the position with or without reasonable accommodations.
- Ability to conduct oneself with tact and courtesy.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to meet established deadlines.
- Successful completion of a six-month probationary period.