

Job Description
Library Page

Supervisor: Head of Youth Services

Hours of work: Part time

Primary Function: Shelves library materials and keeps them in proper order

Qualifications, Education, Experience, and Skills Required

- At least 16 years old
- Ability to follow written and oral instructions
- Ability to learn the Dewey Decimal system and other library filing systems

Primary Duties

- Shelves library materials in proper order
- Does shelf reading to assure materials are in proper order
- Answers directional questions
- Sets up community room as needed
- Assists in other library activities as needed