



Position Title: Library Page
Part-Time: 10-12 hours per week
Wage: \$12.00/hour
Deadline: Open Until Filled

Job Description

The Library Page assists library staff with maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. The Library Page assists with routine tasks that support the day-to-day functioning of the library and preparation for special programs and events.

Essential Job Functions

Circulation

- Shelves and retrieves library materials and performs shelfwork (reading, weeding, shifting)
- Answers in-person and telephone questions, referring to other staff as appropriate
- Helps prepare the library facilities for program use
- Performs basic circulation tasks such as checking in and out materials, placing holds, and collecting payments
- Runs pull lists and searches for requested items

Technical Services

- Covers and processes books, periodicals and media
- Cleans and repairs damaged materials
- Periodically locates and pulls materials for review, replacement, or withdrawal
- Discards withdrawn materials as needed

Other Job Functions

- Develops a working knowledge about the organization and care of library materials, as well as, library services and programs
- Periodically cleans public and staff spaces to maintain a tidy environment
- Other duties as assigned

Qualifications

- Must be at least 16 years of age
- Possess a general knowledge of libraries and their arrangement of materials
- Have skills in alphabetizing and ordering numbers, and the ability to learn library filing systems
- Proficiency with current technology
- Be able to relate well to co-workers and the public, both adults and children
- A willingness to learn and take direction
- Accountability to be present and on-time for scheduled hours

Physical Requirements

- Must be able to push or pull carts
- Ability to bend, stretch, squat, and lift (up to 40 pounds)
- Ability to stand for extended periods of time
- Must be able to reach the highest and lowest shelves in the library

Application Procedure

All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover Letter, and three references, to be considered for the position.

Please fax, mail, or email the application and any accompanying documents to:

Colleen Vieira, Interim Library Director (cvieira@pontiaclibrary.org)

60 E. Pike Street

Pontiac, MI 48342

Fax: 248-758-3990

For more information, you may contact the library at 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.