



## Library Page (Part-Time)

### Job Summary

This position helps shelve and organize library collection materials. The work requires an understanding of how the library is organized.

### Reports to

Library Director

### Essential Job Functions

- Provide indirect service by helping to maintain the availability of library materials by shelving books and other materials to their correct location in the library
- Empty materials from the book return
- Check materials for their condition and sort materials by location in the library
- Straighten materials on the shelves and shift materials as necessary
- Pull materials from the shelves to fill hold requests
- Pack and unpack materials from transit bins
- Assist staff in securing the library building at closing time
- Other duties as assigned

### Other Job Functions

- Develop a working knowledge about the organization and care of library materials and library services and programs

### Knowledge, Skills, and Ability

- Must be able to follow directions and work independently
- Attention to detail
- Ability to locate information and materials throughout the library
- Ability to communicate effectively orally, in writing, and by listening
- Ability to use technology to acquire hold lists and check in library materials
- Continue to develop a working knowledge of the library collection and its organization
- Previous experience not required

### Physical Requirements and Environmental Working Conditions

- The position includes some physically challenging work.
- Ability to push and pull heavy carts full of library materials
- Ability to obtain materials throughout the library of a wide variety of sizes and shapes
- Ability to walk and stand for extended periods
- Ability to carry a reasonable amount of library materials
- Ability to reach up high and bend down low to shelve materials

### To Apply

Submit a completed application to the library's front desk or email it to Minetta Lippert at [minetta@fortlibrary.org](mailto:minetta@fortlibrary.org).