

Nevins Memorial Library

Job Description

Job Title

Library Page Position

Position Overview

A Library Page sorts and shelves library materials to maintain the appearance of the library spaces through tasks such as: shelf reading, straightening and shifting materials; vital tasks that allow patrons and staff to successfully locate all library materials. The Library Page will report to the assigned Department Supervisor.

Desirable Characteristics

- Understands and respects people of all ages, cultures, and backgrounds.
- Ability to prioritize tasks and maintain composure in an active space.
- Ability to maintain accuracy while executing repetitive tasks.
- Demonstrate a strong work ethic with flexibility in scheduling.
- Ability to work independently to complete tasks as directed and work in a team environment.

General duties

- Sort book carts and shelve library materials in alphabetical and numerical order.
- Checking condition of returned materials for damage or wear.
- Shelf reading (alphabetizing materials) all sections of the assigned Department collection.
- Straightening materials on shelves and displaying books on shelves.
- Locating materials as requested by others.
- Perform other duties as designated by the assigned Department Supervisor.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- **Manual Dexterity:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include shelving materials, turning book pages, and retrieving library materials for patrons.
- **Visual/Auditory:** Vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- **Language Skills:** Language requirements include the ability to read and interpret spine labels, book titles, author names, and the ability to speak and communicate effectively with staff and patrons.
- **Physical Activity:** The work requires agility and physical strength (such as lifting library books) and may require lifting up to 40 lbs., and pushing and pulling heavy objects (such as library book carts, up to 200 lbs.). the employee may be required to remain in a stationary position (sitting or standing) for long periods of time. Positions self to retrieve library materials on high and low library shelves (including-stooping, bending, kneeling, crawling).

NOTE: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs to the employer and requirements of the job change.

The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

