

POSITION: COLLECTION MANAGEMENT - LIBRARY PAGE I  
JOB DESCRIPTION

SUPERVISOR:

Under the direct supervision of Page Supervisor.

RANGE: S1

HOURS/SCHEDULE:

General Part Time – less than 19 hours a week. Assigned schedule varies. Schedule subject to change when need arises.

PURPOSE:

Responsible for efficiently shelving library materials and maintaining neat and correct order of materials on the shelves. Participate in projects as assigned.

ESSENTIAL DUTIES (Percent of Time – percent varies per individual and shift):

Shelving	70% - 50%
Sorting/loading/putting in order	25% - 5%
Pickups and projects	15% - 10%
Shelf reading	10%

DUTIES AND RESPONSIBILITIES: (in alphabetical order)

Arranges book trucks and AV crates in correct order for shelving

Assists Circulation Services with sorting and application of security for AV

Assists Periodical Clerk with shelving new periodicals as needed

Attends Staff meetings

Checks in in-house materials in Horizon as assigned

Communicates problems and shifting needs to supervisors

Looks for missing inventory and items for OSR

Maintains accurate count and record of items shelved

Maintains shelves by straightening, shifting and organizing materials as assigned

Participates in group projects as assigned

Picks up materials used in the Library and keeps a tally of total materials picked up, sorted, and reshelved

Reads shelves to ensure correct order of materials

Shelves books and other materials in appropriate places

Serves on committees as assigned

Unloads and rough sorts carts of incoming materials as assigned

Other duties as assigned

**ABILITY, KNOWLEDGE AND SKILLS:**

Ability to alphabetize correctly

Ability to arrange materials numerically using the Dewey Decimal System

Ability to carry books weighing 5 - 10 lbs

Ability to effectively use email

Ability to move bookcarts loaded with materials weighing 100 - 300 lbs

Ability to organize time and work effectively and efficiently

Ability to perform medium to heavy work

Ability to read book and audiovisual labels in order to comprehend and shelve accurately

Ability to stand for varied lengths of time from 2 - 6 hours

Ability to stoop, reach, bend, lift, kneel, crouch, stand, crawl and grasp

Ability to work as a member of a team

Ability to work effectively and courteously with staff/patrons

Ability to work independently

Excellent communication skills

Knowledge of circulation policies and procedures

Knowledge of Library and collection arrangement

Knowledge of Library policies and procedures

Knowledge with collaborative and/or interactive web applications

Knowledge with electronic messaging e.g. email

Knowledge/skill with Microsoft Office applications

**EDUCATION AND TRAINING:**

High School diploma or high school student. Minimum age 14 years. Required to pass a skills test on the alphabetical and numerical arrangement of library materials. Required to provide work permit if under the age of 16.