



**WESTERVILLE PUBLIC LIBRARY**  
JOB DESCRIPTION

|                            |                         |
|----------------------------|-------------------------|
| <b>POSITION TITLE:</b>     | <b>LIBRARY PAGE</b>     |
| <b>JOB CLASSIFICATION:</b> | <b>PAGE</b>             |
| <b>REPORTS TO:</b>         | <b>PAGE COORDINATOR</b> |
| <b>SALARY RANGE:</b>       | <b>RANGE 7</b>          |

**SUMMARY OF RESPONSIBILITIES**

Performs all activities necessary to shelve materials and keep shelves neat and orderly so that these materials may be retrieved efficiently in accordance with the goals and objectives established by the library board.

**RESPONSIBILITIES TO PUBLIC**

- Restores materials to their appropriate locations in a timely and orderly manner.
- Treats library patrons with courtesy and respect at all times

**RESPONSIBILITIES TO THE PAGE COORDINATOR**

- Attends Page meetings
- Completes time sheets accurately and on time
- Makes recommendations regarding better use of space
- Recommends policies and procedures to the Page Coordinator on paging operations

**COLLECTION RESPONSIBILITIES**

- Shelves materials daily
- Shifts items as necessary
- Cleans and straightens in designated area
- Responds within 24 hours to notices of problem areas
- Cleans and straightens at library closing
- Assists in shelving assignments beyond daily responsibilities

**POSITION REQUIREMENTS**

- Must be able to read and write
- Must have a social security number
- Must be able to work at least four days a week
- Must be able to obtain valid work permit if required
- Must have the ability to work, after training, with minimum supervision
- Must be able to bend, lift, push and/or pull over 20 pounds

*I have read and agree to uphold the standards established herein. Furthermore, I will strive to promote the philosophy of the Westerville Public Library by performing these tasks to the best of my ability.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

