



<b>Job Title</b>	Library Page	
<b>Reports to</b>	Director of Library Services	

**Job Purpose**

The primary purpose of a library page is to ensure that Library materials appear in the proper order on the shelves, so that patrons and staff can find and retrieve them when needed.

**Qualifications**

Must be a full-time high-school student.

**Duties and Responsibilities**

- Empty the Library book drop.
- Shelf materials accurately and efficiently, in either the Children's or Adult Library as assigned.
- Shelf-reads, making sure materials are in proper order.
- Fronts and faces books on shelves as needed.
- Record all hours worked accurately on a timecard.
- Notify the library if you are unavailable for a scheduled shift.