

To Inform, Enrich & Empower
Jasper County Public Library
Job Description

Title: Page

Classification: Page

Branch/Department: Rensselaer Library

FLSA: Non-exempt

Reports to: Youth Services Librarian

General Summary:

Responsible for accurately shelving materials and maintaining orderly shelves

Primary Responsibilities and Duties:

Essential Functions:

Accurately shelve materials both alphabetically and using the Dewey Decimal Classification system

Circulation desk work up to approximately 20% of time, longer on Saturdays

Read spine labels of books to assure they are in their proper position on the shelves, shift books as needed

This position is vital in helping patrons to find their materials and to make the shelves look inviting by being placed neatly. This makes their library visit more pleasant, making them want to come back. This builds community support for our library.

Other Duties:

Other Clerical duties as needed

Special tasks as assigned by supervisor

Knowledge, Skills, and Abilities Required:

Minimum Education:

None

Minimum Experience:

None

Contact With Others:

Must take direction well