

Plaistow Public Library

Personnel Policy - Job Description

Position Title:	Library Page
Accountability:	Reports to the Library Director
Overview:	Temporary*, Hourly, Non-Exempt
Eligibility:	Plaistow resident attending High School (or home school equivalent), sophomore year or above

This position requires a basic knowledge of library services, principles, practices, and procedures. It requires frequent interaction with the public and the ability to shelve materials quickly and accurately. The job entails routine and repetitive tasks that once learned can be performed with minimal supervision.

** Employment ceases automatically no later than the end of summer following the student's senior year or equivalent.*

Essential Functions:

- Performs Circulation Desk duties, including checking materials in and out, collecting fines, and issuing new library cards
- Shelves collection materials and shelf-reads the collection to verify proper order of materials
- Provides basic patron advisory services, in person and over the phone, referring patrons to appropriate personnel when necessary
- Provides basic troubleshooting to patrons using public access computers
- Calls patrons with items on hold
- Assists with closing procedures
- Maintains shelves, display areas, and public areas as needed for orderliness
- Notifies the supervisor on duty of any violations of Library policies by staff or the public
- Performs other duties as required, including assisting occasionally with library programs

Required Knowledge & Skills

- Ability to work independently with minimal supervision
- Ability to understand and carry out simple oral and written directions
- Ability to exercise courtesy and good judgment while providing excellent customer service in a busy, multi-tasking workplace
- Knowledge of circulation desk procedures, library policies, and organization of the Library
- Operational knowledge of computer technology, including the Koha integrated library system, online databases, the internet, and e-readers
- Operational knowledge of standard office and A/V equipment
- Ability to sort and shelve materials quickly and accurately based on numeric, alphabetical and alphanumeric filing systems, such as the Dewey Decimal system
- Attention to detail and respect for a tidy, orderly work and public service environment
- Ability to use the internet to obtain credible research information

PHYSICAL ACTIVITY REQUIREMENTS:

Cognitive and Sensory Requirements

Talking: Necessary for communicating with others (English language)
Hearing:..... Necessary to receive information (English language)
Sight: Necessary to perform job effectively (fine print, >= 6 point font)
Reading: Necessary to perform job effectively (English language)
Taste & Smell: Not required

Physical Requirements:

Lift up to 10 lbs.: Frequently required
Lift 11 to 25 lbs.:..... Occasionally required
Lift 26 to 50 lbs.:..... Rarely required
Lift over 50 lbs.:..... Not required

Carry up to 10 lbs.:..... Frequently required
Carry 11 to 25 lbs.:..... Occasionally required
Carry 26 to 50 lbs.:..... Rarely required
Carry over 50 lbs.:..... Not required

Reach above shoulder height: Frequently required
Reach at shoulder height: Frequently required
Reach below shoulder height: Frequently required

Push/Pull: Frequently required (library carts up to 50 lbs)
Twisting: Occasionally required
Bending: Frequently required
Squatting: Frequently required
Kneeling:..... Occasionally required
Walking: Frequently required
Climbing: Occasionally required
Balancing: Occasionally required

Hand Manipulation

Grasping:..... Frequently required
Handling:..... Frequently required
Fingering: Frequently required

Controls and Equipment: Computer, tablet, e-reader, telephone, fax/ copy machine, A/V equipment.

Work Surfaces:

Standard desk and chair, carpet floors, tables, circulation desk.

Occupational Exposures:

Some exposure to copier toner and cleaning agents.

Environment: Inside 99% Outside 1%