

Plaistow Public Library Personnel Policy - Job Description

Position Title: Library Page, rev. 7/9/2026

Accountability: Reports to the Library Director

Overview: Temporary, Hourly, Non-Exempt

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.

Essential Functions

- Shelves collection materials and shelf-reads the collection to verify proper order of materials
- Works at the Circulation Desk and checks materials in and out of the Library
- Collects payments for printing, photocopying, and used books
- Provides basic patron advisory services, in person and over the phone
- Provides basic troubleshooting on public access computers
- Issues library cards
- Calls patrons with waiting holds
- Assists with program setup and special events
- Assists with closing procedures
- Maintains entry way bulletin boards
- Performs other duties as required

Required Knowledge

- Knowledge of circulation desk procedures and organization of the library
- Knowledge of customer service principles
- Operational knowledge of computer technology, including automated library systems, online databases, the Internet, and e-readers
- Operational knowledge of standard office and A/V equipment

Required Skills

- Ability to maintain a positive customer service attitude in a busy, multi-tasking environment
- Excellent oral communication skills
- Ability to sort and shelve materials based on numeric, alphabetical and alphanumeric filing systems, such as the Dewey Decimal system
- Basic proficiency with computers, the internet, and cloud-based services

Education/ Experience

- Plaistow resident enrolled in High School curriculum, whether public, private, or home school

Physical Requirements:

The physical demands described below represent those necessary to perform the essential

functions of this position. Reasonable accommodations will be provided in accordance with applicable law to enable qualified individuals with disabilities to perform these functions.

- Stand, walk, sit, and use hands for handling or feeling objects.
- Reach with hands and arms, climb, and maintain balance.
- Occasionally lift and/or move items weighing up to 40 pounds.
- Specific vision abilities may include close vision and distance vision.
- Possess cognitive and sensory abilities to communicate effectively with others.

Work Environment:

The following characteristics represent typical conditions encountered while performing the essential functions of this position. Reasonable accommodations will be provided in accordance with applicable law to enable qualified individuals with disabilities to perform these functions.

This is a part-time position (average 10 hours per week). Regular schedule includes evening and weekend hours. Work is primarily performed in an office setting. Workload may vary based on administrative deadlines and seasonal requirements. The employee uses standard office equipment such as computers, printers, photocopiers, and telephones. The position requires handling confidential patron records in compliance with applicable privacy laws and organizational policies. Errors in performance could result in delays or loss of services, legal implications, or financial impact.

PLAISTOW PUBLIC LIBRARY

85 Main Street

Plaistow, NH 03865

(603) 382-6011

Fax (603) 382-0202

director@plaistowlibrary.com

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Date

Name:

First

Middle

Last

Address:

Number

Street

City

State

Zip Code

Email Address:

Telephone (Home):

(Cell, Work, or Alternate)

EDUCATIONAL BACKGROUND

<i>Name of School/Address</i>	<i>Diploma, Degree or Number of Years</i>
Graduate/Professional:	
College:	
High School:	
Trade School:	
Other:	
Describe any specialized training, apprenticeship, skills and extra-curricular activities	

State any additional information you feel may be helpful to us in considering your application.	
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REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment, including use of investigative agencies or bureaus of your choice, as may be necessary in arriving at an employment decision.

In the event of employment, I understand that falsified statements or material omissions given on this application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

Date Application Received: _____