Chatham Area Public Library District
JOB DESCRIPTION

Title: Library Page
Title of Supervisor: Circulation Supervisor

JOB REQUIREMENTS

- Ability to understand and follow oral and written instructions
- Detail oriented work habits
- Ability to work well with others
- Good public relation skills
- Knowledge of the operation of standard office machines
- Ability to type and to learn computer systems
- Ability to alphabetize accurately and understand the Dewey Decimal Classification System

JOB DUTIES

1. Shelve materials and maintain an orderly collection
   - Regular shelf reading to verify books are in correct order
   - Straighten books on shelves
   - Shelve materials left on tables
   - Shift collection as needed
   - Put away toys and puzzles in children's area
   - Assist in library closing duties
2. Circulation desk - patron assistance duties including the following:
   - Check material in and out
   - Process interlibrary loans
   - Assist with reference, research, finding books and using the online card catalog
   - Compute, receive and record fines
   - Assist patrons with copy machine
   - Send and receive FAX materials
   - Assist in making new library card accounts
   - Change outdoor sign messages
3. Assist in processing of materials
   - Type cards and pockets for magazines and puzzles
   - Shift and straighten newspapers and magazines on a daily/weekly/monthly schedule
   - Keep library bookmarks, brochures, printer paper, and other supplies stocked
   - Maintain stock of forms used for interlibrary loans, etc.

4. Perform various related duties and projects as assigned under the supervision of

the Library Director and Circulation Supervisor

PHYSICAL DEMANDS

- Combination of desk work and active movement throughout the Library
- Frequent standing, walking, bending, and reaching
- Lift up to 25 lbs. Regularly; push/pull up to 50 lbs.
- Extended public-facing service and computer work

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.