

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 relations 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. Circulation desk - patron assistance duties including the following:
 - Check material in and out
 - Process reserves and 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
2. 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, puzzles and computer software in children's area
3. Assist in processing of materials
 - Type cards and pockets for magazines
 - Shift and straighten newspapers and magazines on a daily/weekly/monthly schedule
 - Check catalog and shelves for copies of donated materials
 - Keep library bookmarks, brochures and printer paper stocked
 - Maintain stock of forms used for interlibrary loans, reserves etc.
4. Perform various related duties and projects as assigned under the supervision of the Library Director and Circulation Supervisor

PHYSICAL DEMANDS

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects
- Requires clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet. Must also be able to identify and distinguish colors

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