West Sangamon Public Library

Library Page

Job Description

Roles and Responsibilities

1. Primary Function

Under the supervision of the Library Director provide customer service to library patrons, and support and clerical services to the library. Responsible for routine circulation activities, shelf maintenance and clerical functions using computerized circulation systems.

1. Organizational Relationship

The Library Page reports directly to the Library Director

1. Work Activities
2. Responsibilities and Duties
3. Shelve books, magazines, and other library materials on shelves according to call number.
4. Provide friendly, courteous, and efficient service to all library patrons.
5. Check materials In and Out/Renew materials.
6. Notify library patrons about reserved, overdue or missing library materials.
7. Pull and Process Interlibrary loans.
8. Answers the phone and provides customer service to library patrons.
9. Operates a variety of standard office equipment (copier, fax machine, scanner, etc.).
10. Assists with library program preparation and implementation, including weekly story times, summer reading programs, and any other library activities.
11. Library cleaning and maintenance. Vacuum carpets, clean bathroom, ensure bathroom is stocked with supplies, toilet paper, soap, paper towels.
12. Water plants
13. Other duties as assigned by Library Director
14. Educational Requirements

High School Diploma (preferred), GED, or current High School student

1. Knowledge, Skills, and Abilities
2. Ability to learn computerized circulation functions and procedures.
3. Ability to learn integrated library systems and circulation policies and procedures.
4. Excellent verbal and written communication skills.
5. Ability to complete detailed work, accurately, efficiently and on time.
6. Ability to plan, organize and prioritize work assignments.
7. Ability to work both independently and as part of a team.
8. Service oriented attitude with the ability to establish and maintain effective relationships with library staff and patrons.