

Plainfield-Guilford Township Public Library

Job Description

Date Reviewed: July 2017
Position Title: Student Page; hours vary
Department: LCS
Reports To: Circulation Services Supervisor
Job Classification: Temporary/Substitute

Job Summary: Shelves new and returned books and materials in circulating collections throughout library, keeping collections in order and attractively displayed. Collections may include adult, children's, teen, and audiovisual. Check in materials accurately, processes customer holds

Job Education and Experience:

1. Alphabetically and numerical filing experience
2. Must be a currently enrolled student at a Guilford Township High School or currently homeschooled

Job Knowledge, Skills, and Abilities:

1. Strong English reading and communication skills
2. Strong organizational and accurate alphabetical and numerical filing skills
3. Good vision and hearing
4. Physical stamina and mobility to work throughout large book stack areas and strength to pull/push book carts, lift books and materials.
5. Manual dexterity
6. Basic computer keyboarding and Internet e-mail skills
7. Ability to interact harmoniously and communicate well with staff and customers
8. Ability to learn and follow correct library shelving, filing, and checking in procedures with attention to details
9. Ability to work independently and efficiently, without direct supervision
10. Ability to learn and operate library computers for library e-mail and information functions
11. Flexibility to work varied schedule, including evenings and weekend days

Equipment Used:

1. Tiered rolling book carts
2. Step stool
3. Personal computer system with peripherals and printer

Essential Job Duties:

1. Organizes and correctly files books and materials, using book carts, in assigned circulating collections: adult, teen, children's, and audiovisual; maintains neat order and appearance in collection areas. Picks up items from tables and reading areas and files them.
2. Assists with checking in materials
3. Assists with processing of holds, including getting items ready for customers.
4. Maintains reliable attendance by arriving to work as scheduled and on time
5. Reads shelves to ensure proper order of materials; shifts materials to alleviate shelf-crowding
6. Directs customers needing assistance to appropriate areas and staff in a friendly, helpful manner

7. Follows routine library shelving rules and procedures; works without direct supervision and reports problems to Circulation Supervisor
8. Promotes library programs and services during customer interactions; provides positive image of library
9. Complies with PGTPL Employee Handbook, policies, and procedures
10. Performs reasonably related duties and special projects assigned by Supervisor