

Grand Forks & District Public Library Page Position

OVERVIEW:

The objective of the Page is to present a positive image of the library by correctly reshelving library materials, maintaining the overall tidiness of the library, and directing patron questions to the appropriate staff member.

QUALIFICATIONS:

1. Current high school or homeschool student.
2. General interest in the community, good public relations skills and excellent interpersonal skills.
3. Basic understanding of the Dewey Decimal System and alphabetization.
4. Detail-oriented with good organizational and communication skills.
5. Ability to undertake moderate physical activities that may include bending, reaching and lifting moderate weight (40 lbs).

SPECIFIC RESPONSIBILITIES:

1. Shelving library materials as directed by staff or the Library Director.
2. Reading shelves and checking for misfiled items, duplicates, overcrowding, or other anomalies. Alerting the appropriate staff member of any issues discovered.
3. Light mending or cleaning of library materials.
4. Shifting materials as instructed by the Library Director.
5. Maintaining the neat and orderly appearance of library shelves and reading areas.
6. Bringing any out of place materials to the Circulation Desk.
7. Answering directional questions and directing other questions to appropriate staff members as required.
8. Other duties as assigned.

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