

Hamilton-Wenham Public Library

Library Page Job Description

Position Title: Library Page

Description: Working under the supervision of the Assistant Director and the Head of Circulation and Readers Services, the Library Page shelves library materials and maintains the library materials areas so that patrons and staff can locate resources. Also completes other special projects as assigned.

Hours of Work: 6 hours weekly (2 hours a day, 3 days a week including summers and some Saturdays)

Compensation: \$12.00 an hour (increase to \$12.75 an hour on 1/1/2020)

Duties & Responsibilities:

- Maintains books and other library materials in correct order
- Re-shelves materials to proper locations in the library
- Sorts and organizes library materials prior to shelving
- Reads shelves and maintains library materials in neat and orderly condition, cleans shelves as needed
- Shifts library materials as needed to keep shelves organized
- Identifies materials in poor condition
- Identifies materials belonging to other libraries
- Answers simple directional questions for patrons and visitors
- Performs other miscellaneous duties as assigned

Qualifications:

- Must be 15 years old at time of hiring and able to qualify for a work permit if necessary
- Ability to maintain consistent work hours and days
- Ability to work independently without direct supervision
- Ability to prioritize work
- Ability to learn and adapt to new procedures and techniques
- Ability to deal with the public in a courteous and tactful manner
- Knowledge of purpose and function of public libraries
- Ability to alphabetize and to understand the Dewey Decimal Classification System
- Requires ability to push heavy book carts and move books

Physical Requirements:

- Regular lifting up to 40 pounds
- Ability to climb stairs and stools, balance, stoop, kneel, and crouch
- Ability to push/pull book carts
- May be required to stand for consecutive hours at a time

Hamilton-Wenham Public Library
Page Application
Application Deadline: Saturday, September 21

Date of Application: _____

Name: _____

Address: _____

Phone Number: _____ Home or Cell (circle one)

Email: _____

Date Available to Start: _____

Due to child labor laws, individuals under 16 year of age cannot work past 7:00pm during the school year, are you 16 or older () yes () no.

Massachusetts law requires all youth between the ages of 15-18 to obtain a work permit. Do you have a work permit? () yes () no.

Education & Activities

	School Name	City	Years Attended
High School			
College			

Please list any school activities you are involved in (sports, music, clubs, etc.)

Please list any other activities you are involved with (volunteering, other jobs, church, etc.)

The hours for this job are afternoons/evenings and Saturdays during the school year. Please fill in the chart listing when you are available, and how soon after school you can work. If you are available different days/hours during the summer please use the second chart.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time						

Summer Hours:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time						

Have you ever been employed anywhere else? () yes () no

If yes, please list company/employer name and dates you worked there:

Do you have transportation to and from work? () yes () no

Do you have your parent's permission to work? () yes () no

Please provide the names and phone numbers/email addresses of three references (only one may be family):

1) _____

2) _____

3) _____

Why do you want to work at the Hamilton-Wenham Public Library?
