



Position Title: Library Page – Circulation Department

Description: The Library Page supports the Circulation and/or the Children's Departments by shelving library materials, maintaining organized collections, and helping ensure patrons can easily find materials. This is an excellent first job for individuals who enjoy organization, responsibility, and working in a public library environment.

Hours of Work: Approximately 9 hours per week, generally three shifts of 3–4 hours. The schedule includes after-school afternoons/evenings during the school year, Saturdays and summer hours.

Compensation: \$15.00 hourly (or current Massachusetts minimum wage, whichever is greater)

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
- Assists with keeping public areas neat and organized
- Assists with special library projects
- Reports shelving or collection issues to supervisors
- 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
- Interest in libraries and providing good customer service
- Ability to learn alphabetical and numerical filing systems, including the Dewey Decimal System
- Reliable and punctual
- Positive attitude and willingness to learn
- 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
- Ability to stand, walk, bend, reach, and move throughout the library for extended periods

Application Deadline: Wednesday, September 2, 2026

Applications are available at the circulation desk, on the library website (www.hwlibrary.org under About – Volunteering and Job Opportunities) or by emailing info@hwlibrary.org)



Completed applications can be dropped off at the library.

Hamilton-Wenham Public Library
Page Application

Date of Application: _____

Legal Name: _____

Preferred Name (if different): _____

Address: _____

Phone Number: _____

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

If no can you obtain one? () 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:

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?
