



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

JOB DESCRIPTION

Job Title: Library Page – Work Study

Reports to: Head of Adult Services

POSITION OVERVIEW

The Library Page assists library staff with maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. The Library Page assists with routine tasks that support the day-to-day functioning of the Library and preparation for special programs and events.

DUTIES & RESPONSIBILITIES :

- Shelves and retrieves library materials and performs shelf work (reading, weeding, shifting).
- Greets patrons throughout the library and promotes a welcoming atmosphere.
- Assists patrons in the location and use of library materials, services, and technology- referring to other staff as appropriate.
- Helps prepare the Library facilities for program use.
- Performs basic circulation tasks such as checking in and out materials, placing reserves, collecting payments, and issuing new patron cards.
- Prints patron reserve lists, searches for requested items, and prepares materials for the reserve shelf.
- Covers and processes library materials and cleans and repairs damaged materials.
- Periodically locates and pulls materials for review, replacement, or withdrawal as requested.
- Assists Youth Services Department in preparing materials and crafts for programming.
- Assists at the Youth Services desk as needed.
- Develops a working knowledge of library services and programs.
- Periodically cleans public and staff spaces to maintain a sanitary and tidy environment.
- Maintains patron privacy at all times.
- Other duties, as requested.

KNOWLEDGE & SKILLS:

- Possession of, and the continued development of, a working knowledge of the library collection and its organization.
- Ability to deal effectively, tactfully, courteously, and equitably with staff and patrons of all ages and from all walks of life.
- Ability to work both independently and collaboratively in a team environment.
- Strong commitment to exemplary service to the public.

PHYSICAL REQUIREMENTS*:

- Positioning self to maintain library materials at ground level and above 48".
- Moving vertically materials up to 40 pounds.
- Pushing and pulling of wheeled carts weighing up to 80 pounds.
- Communicating with staff/patrons.

QUALIFICATIONS:

- Must be eligible for work-study employment at an accredited university or college.
- Available to work a flexible schedule that regularly includes evenings and weekends.

**Consistent with the Americans with Disabilities Act (ADA) and NH RSA 354-A, it is the policy of the Durham Public Library to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.*