

**Ontario Public Library**  
**Part-time Library Page**  
WC CS 141 with Local Description

**GENERAL DESCRIPTION OF THE JOB**

The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to members and guests. May be asked to perform simple physical tasks to support library programs or procedures. Does related work as required.

This position reports directly to the Clerk-in-Charge on duty at the Circulation Desk. The Library Director working with the Library Assistant oversees all personnel.

**TRAINING AND EXPERIENCE:**

Candidates must be at least 16 years of age. Candidates must be able to alphabetize with speed and accuracy; sort decimal numbers in correct order with speed and accuracy; move a loaded book cart; and bend and reach to shelve library materials. Candidates must be comfortable speaking with library members and guests, persons that may be unknown to them.

**RESPONSIBILITIES** Typical Work Activities: Illustrative Only

1. Shelves and/or sorts books, periodicals, and other library materials. Performs routine shelf readings to locate and/or ensure proper shelf location of library materials.
  - Empties book drops and inter-library delivery bins.
  - Pushes loaded book carts through stacks to retrieve or shelve materials.
2. Uses library computer system to check in, and check out library materials, as well as to help identify materials and/or their locations.
3. Processes, sorts, and shelves "hold" items for patron pickup.
4. Assists patrons in basic use of digital technologies. Provides simple directional information to patrons.
5. Answers library telephones assisting caller as trained. Places telephone calls to members regarding materials available for pick-up at the Library.
6. Assists with set up for all library programs as needed and requested by Library Assistant, Youth Services Librarian, and Clerks. Assists in preparation of displays.
7. Maintains orderly appearance of facility by clearing tables of books, periodicals, library materials, and replacing tables, chairs, debris, and other materials periodically. Dusts and/or cleans tables and book shelves. Cleans toys from children's areas.
8. Assist in opening or closing procedures including straightening and cleaning up materials used by patrons.
9. Refers unusual situations to a superior.

**SPECIAL QUALIFICATIONS**

- Responsible self-starter.
- Demonstrates courtesy, good judgment, accuracy, and orderliness.
- Reads numbers and letters rapidly, and accurately in order to sort and file library materials, both alphabetically and numerically.
- Can stand, walk, crouch, twist, push/pull up to 60 pounds, and can lift up to 35 pounds.