

BETHALTO PUBLIC LIBRARY DISTRICT - JOB DESCRIPTION

Position: Page

Hours: Less than 999 per year

Anticipated Schedule: Evenings (2-3 shifts per week) and Weekends (2 weekends every 4 weeks)

Pay Rate: \$15.00 per hour

Ages: 16 years and older

General Description: A Page is responsible for assisting patrons with basic circulation transactions, being knowledgeable about all library services and collections, maintaining a welcoming attitude towards all library staff and patrons, keeping the library neat and tidy, and performing other tasks as assigned.

Duties for this position include, but are not limited to, the following:

- Maintaining a welcoming attitude, including:
 - Greeting patrons
 - Treating patrons with respect
 - Having a friendly attitude towards all patrons
 - Being alert
 - Being interested in helping patrons
 - Providing information to patrons
- Assisting patrons in person, by phone and email, including:
 - Answering phones and transferring calls
- Being knowledgeable about all library services, including:
 - Library policies
 - Polaris online catalog
 - Databases (content, accessing, searching, printing)
 - Events/Programs (date, time, appropriate ages to attend, content)
 - Fundraisers (date, time, appropriate ages to attend, content, use for funds raised)
- Performing circulation transactions using Polaris automation system, including:
 - Checking in, checking out (with no blocks), renewing items (with no blocks)
 - Page may proceed if the only block is to inform of items currently being held for patron
 - Placing holds
 - Processing courier deliveries
 - Pulling items to fill requests
- Assisting patrons with technology, including:
 - Assisting fully with the library's computer hardware and software
 - Assisting as able with patron's other technology questions
- Assisting with library events and programs
- Assisting patrons with copying, printing, scanning and faxing
- Providing curbside services
- Pulling items from the Little House for patrons
- Emptying outdoor book drops

- Assisting patrons with donations and taking these to the garage
- Straightening shelves
- Shelving library items
- Shelfreading
- Shifting
- Cleaning duties
- Attending staff meetings

Skills required:

- Ability to communicate verbally and in writing with other library staff and with the public
- Ability to follow verbal and written instructions
- Ability to file library materials alphabetically and numerically
- Physical ability to push and pull loaded book carts
- Physical ability to bend, stretch, kneel, and climb on and balance on a kick stool
- Physical ability to lift 25 lbs.
- Ability to work without direct supervision

Other requirements:

- Must be available to work evenings and weekends, as required
- Must be willing to work with others and be cooperative with all library staff
- Must be willing to carry out additional duties not already listed above

Approved by the Board of Trustees of the Bethalto Public Library on the 8th day of August 2024.

Approved – August 8, 2024

Reviewed –

Revised or Amended –