

East Kingston Public Library

East Kingston, New Hampshire

Job Description LIBRARY PAGE

Report to: Library Director

Date: November 1, 2023

Summary:

The Library Page shall perform various duties as assigned in the operation of the library including assisting with circulation duties, processing library materials and assisting staff and library patrons where needed.

Essential Job Functions:

Evaluation of this position will be based primarily upon performance of the following requirements and duties:

- Assist with the daily operation of the library
- Perform semi-skilled duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality
- Some contact with the public.
- Perform duties as assigned by the Library Director and the staff members
- Communicate effectively (orally and in writing) and interact tactfully and courteously with staff and library users
- Shelf library materials in the proper order and location
- Operate a computer and maintain working knowledge of the library automation system
- Strive to meet the objectives of the library as established by the Library Board of Trustees
- Maintain confidentiality of library user records

Other Duties and Responsibilities:

- Observe work hours and demonstrate punctuality
- Serve all library users at the circulation desk when needed
- Answer reference questions or refer library users to someone who is able to assist them
- Process library materials under the direction of the library staff
- Keep work areas neat
- Assist with on-going book inventory
- Perform other related duties as required

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Skills & Abilities:

- Type and read written materials well
- Able to learn a variety of procedures
- Understand the role and purpose of the library
- Establish good rapport with library users
- Maintain effective working relationships with fellow employees, supervisors, and the public, including maintaining communication skills to effectively interact with children and adult library users
- Demonstrate effective oral and written communication
- Operate a computer and computer equipment (including the online catalog system)
- Maintain working knowledge of the library automation system
- The ability to lift up to twenty five (25) pounds

Education and Experience:

The above knowledge, skills, and abilities are usually acquired through a combination of education and/or experience equivalent to:

- Working on or completed high school degree
- Strong interest in books and reading

For any questions, please contact the Library Director at directoreastkingston@gmail.com