

**CENTRAL CITY PUBLIC LIBRARY
STUDENT PAGE
JOB DESCRIPTION**

DEFINITION

Performs routine library work in all phases of the library operation, as assigned by supervisors. Usually works 8 hours per week.

SUPERVISION RECEIVED

Works under the direct supervision of the Library Director and Children's Librarian (when they are not present, the page is responsible to staff member on duty).

EXAMPLES OF PRINCIPAL DUTIES

1. Shelves books.
2. Assist in the children's department as directed (involves doing craft activities, bulletin board displays, etc.).
3. Straightens shelves.
4. Circulation desk duties, including checking books in and out and renewals.
5. Developing a working knowledge of the holdings of the library so are able to assist patrons with reference questions.
6. Work with the various software and programs as directed and trained by the staff.

QUALIFICATIONS

Age Requirement:

High-School student at least 15 years of age.

Knowledge of:

1. Some computer knowledge required.
2. Knowledge of the Dewey Decimal System.

Ability to:

1. Follow directions as instructed.
2. Deal tactfully and courteously with library patrons.
3. Relate well with children.