



**TOWNSHIP OF CRAMAHE PUBLIC  
LIBRARY**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Library Page</b>
<b>Hours:</b>	<b>Number of hours per week – As Assigned</b>
<b>Responsible to</b>	<b>CEO and Librarian on duty</b>
<b>Salary Range</b>	<b>Minimum Wage</b>

**Job Summary:** The person in this position is responsible for assisting the Librarian/Library Assistants with duties in Colborne library – as required. The Library Page's direct supervisor is the Librarian/Library Assistant on duty.

**The hours are: minimum 7 hours by-weekly with additional vacation and sick-leave cover opportunities**

**Responsibilities:**

**With respect to Public services**

- Shelf circulated/returned materials as requested by staff on duty
- Shelf read the collection regularly to ensure all materials are in the correct order and that books and other materials are appropriately displayed
- Assist patrons to find appropriate library materials and information – if requested by staff to do so
- Notify patrons of reserves, interlibrary loans – if requested by staff to do so
- Assist with processing new books as directed by Librarian – covers, spine covers, barcodes, stamp
- Comply with all health & safety protocols & procedures

**Other duties**

1. Assist with special projects or other duties as designated by Cramahe Library staff or CEO
2. Assist with other duties as assigned by Cramahe Library staff or CEO

**Qualifications Needed:-**

- The candidate must be attending High School
- Computer literacy/knowledge of social media would be an advantage but is not obligatory
- Hand/eye co-ordination and dexterity would be an advantage for covering and sorting books
- Good communication skills and adaptability would also be an advantage