

Library Page Volunteer

Department: Various

Reports to: Supervisor

Approved Date:

Summary

Sorts, shelves, issues and receives library materials by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Inspects returned materials for damage. Sorts returned materials according to location, classification system, need for repair, or library system. Empties book drops. Returns books to shelves, files, or other designated storage areas.

Sorts and shelves new books and materials. Straightens shelves and maintains public areas.

Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to a library employee.

Performs light housekeeping duties.

Education and/or Experience

High school diploma (or equivalent) or higher degree