16.9 JOB TITLE: Circulation Page  
DEPARTMENT: Circulation Services  
REPORTS TO: Head of Circulation Services  

POSITION SUMMARY:  
This non-exempt, part-time position is responsible for shelving all library materials.

Responsibilities and Duties:  
- Provides friendly, courteous and accurate service to all users.  
- Shelves all materials in the Public Services Department.  
- Reads shelves to keep materials in order.  
- Sorts materials accurately by classifications.  
- Shifts materials as needed.  
- Picks up and shelves materials left on tables and carts.  
- Dusts and cleans shelves and display racks.  
- Assists users with directional questions.  
- Helps maintain a clean, neat and orderly department.  
- Maintains appropriate communication and attitude with library staff and users.  
- Complies with all library and personnel rules and regulations.  
- Performs other work as assigned.

Knowledge, Skills and Abilities:  
- Ability to work courteously with the public and exercise discretion.  
- Ability to work independently and carry out written and oral instruction.  
- Ability to alphabetize and learn the library classification system.  
- Ability to refer questions appropriately.  
- Ability to work effectively on a team.  
- Ability to work the hours needed to complete the responsibilities of the Circulation Page.  
- Ability to stand for extended periods of time.  
- Ability to move loaded book carts.  
- Ability to reach, bend, stoop and lift up to 20 pounds and access library areas and materials.

Minimum Qualifications:  
- Must be at least 16 years of age.  
- Reads, understands, writes legibly and speaks articulately in English.  
- Position requires day, evening and weekend hours.