

# South Holland Public Library

## 16.0 Job Descriptions



**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.