

**TOWN OF CARLETON PLACE  
JOB DESCRIPTION**

**DATE:** May 9, 2019

**TITLE:** Library Page

**REPORTS TO:** MANAGER OF LIBRARY SERVICES

**POSITION SUMMARY:**

Responsible for shelving returned library materials and keeping all items in order on the shelves.

**DUTIES:**

1. Shelf returned library materials.
2. Ensure library materials are in the correct order on the shelves.
3. Tidy the library by ensuring that all materials left by library users on tables, desks and chairs etc. are gathered and returned to the proper areas.
4. Assist on the circulation desk as required.
5. Performs additional duties as required.

The above generally describes the duties involved with the position. However, as the work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As an employee you must be familiar with the Town's safety policy and understand your:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING CONDITIONS:**

**Physical Demands** – The Library Page will be scheduled evenings and Saturdays. The working schedule will vary. The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, as well as pushing heavy book carts. The Library Page must be able to handle several hours of standing, lifting, bending and repeated physical movements. Must be able to lift up to 35lbs. The Library Page may be expected to participate in various Library programs.

**Environmental Conditions** – The Library Page may have to serve a number of people at one time and may be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Library Page may be required to respond to stressful situations.

**Sensory Demands** – The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

Mental Demands – The Library Page must be able to learn, understand, and use the Dewey Decimal system, as well as other systems of library shelving.

**POSITION REQUIREMENTS:**

1. Minimum age of 14 as per the Occupational Health and Safety Act, Industrial Regulations.
2. Must have a social insurance number.
3. Ability to give friendly, helpful service to the public.
4. Ability to communicate effectively with patrons and staff.
5. Library Page must be reliable and punctual.
6. Computer skills including: word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalog functions.
7. The ability to learn the use of the Dewey classification system, and other library procedures is required.

**STARTING SALARY:** \$13.15/hour.

**SHIFT WORK:** shifts vary between 2.5 and 11 hours per week, and include evening and weekend work.