

# Library Page

*Entry-Level Position – Great for Teens*

## Overview

Library Pages play an important role in keeping the library running smoothly. This job is perfect for teens who are organized, dependable, and enjoy working in a friendly, active environment. Pages help by shelving books, organizing materials, and assisting library staff with important everyday tasks.

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## What You'll Do

- Shelf books and other materials in the correct order
  - Keep library shelves neat and in the right order
  - Check in returned books and items
  - Help prepare books and materials for use
  - Keep work areas clean and organized
  - Answer phones and transfer calls to the right staff member
  - Help library staff and patrons with basic tasks
  - Promote library programs and events when asked
  - Always protect patron privacy
  - Follow instructions carefully and ask questions when you're unsure
  - Pitch in with other tasks as needed
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## Who You'll Work With

- You'll report to the Library Director, Assistant Director/Youth Librarian, or another senior staff member
  - You'll work alongside friendly staff and other team members
  - You'll interact with library visitors of all ages
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## When You'll Work

- During the school year: Saturdays and after school hours
- During school vacations and summer: Daytime and flexible shifts may be available
- Scheduling is based on your availability and the library's needs—we'll work with you!

## What You'll Learn

- How to organize books and materials using alphabetical and numerical systems
  - How to use the library's computer catalog
  - How to communicate clearly and respectfully with staff and visitors
  - How to stay focused and complete tasks on time
  - How a public library works—and how your work supports the community
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## What We're Looking For

- You're responsible, polite, and ready to work as part of a team
  - You can follow directions and stay on task
  - You're able to alphabetize and sort things by numbers (like the Dewey Decimal System)
  - You're comfortable asking for help when needed
  - You can work with interruptions and switch tasks when asked
  - You can lift books, bend, and reach shelves as needed
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## Qualifications

- No prior job experience is required—we'll train you!
- You should be comfortable using a computer and reading written instructions
- You're interested in books, libraries, and helping people
- This job is ideal for students 14 years and older, looking for their first work experience