Part Time Library Page

Due to the nature of the position, Library Pages are hired on a rolling basis. Applications are accepted at any time and qualified candidates are contacted for an interview when a position is available. To apply, please email a resume to the Library Director: director@palisadespark.bccls.org

A library page is responsible for the physical maintenance of the collections within a library. Sort, shelve and maintain library materials to contribute to efficient and effective library services.

Duties

- Retrieving and shelving print and non-print materials
- Shelf reading and helping maintain the organization and general appearance of the library
- Preparing and processing material for circulation, under supervision
- Preparing the library for opening and/or closing by performing such assignments as rearranging/straightening chairs and tables, picking up materials for shelving, and book drop retrieval
- Assisting librarians with collection maintenance projects
- Assist library patrons in a kind and courteous manner and be able to direct patrons to correct locations in the library
- Performing other related duties as required or assigned by the director or supervisor
- Bilingual abilities in Korean or Spanish are desirable