

LIBRARY PAGE - CHILDREN'S ROOM

Athol Public Library

SUMMARY

The position of Children's Library Page involves public service to children and their families, circulation, materials processing, and library-related duties in support of effective operation of the town library.

LEVEL OF RESPONSIBILITY

Serves under the direct supervision of the Children's Librarian. Following training, performs regular duties in accordance with established policies and procedures.

MAJOR DUTIES

1. Shelves books, DVDs, periodicals, and related library materials.
2. Provides general library service to library users and the public at the circulation desk, meeting and assisting library patrons. Checks library materials in and out using the automated library circulation system, places holds, registers new library borrowers, etc.
3. Provides assistance to children and families in the use of the library, including locating materials, using public computers (especially video game support), participating in passive programming, summer reading program, and answering questions regarding library services and programs.
5. Processes new library materials for circulation by stamping, stickering, and covering books.
6. Assists in creating displays, craft kits, and special programs, as required. Creates posters, brochures and photocopies in support of library services.
7. Helps to maintain a clean, organized space, often cleaning up after children.
8. Receives incoming calls, answering routine questions or directing calls to proper staff. Occasionally makes outgoing phone calls to patrons.
9. Occasionally cleans fish tank.
10. Participates in closing procedures.
11. Performs related work as required.

KNOWLEDGE, SKILLS, ABILITIES

1. Ability to work in a noisy and chaotic environment.
2. Ability to understand and follow instructions.
3. Ability to deal with library patrons of all ages tactfully and courteously.
4. Ability to learn some technical aspects of library operations.
5. Ability to perform physical tasks, including lifting, bending, and standing for long periods of time.
6. Ability to maintain confidentiality of library records.
7. Knowledge of basic computer operations, including the Internet.
8. Knowledge or willingness to learn about computer reference software and other library-related programs.
9. Interest or knowledge of working with children and children's literature.
10. Upholds the ALA Code of Ethics.

MINIMUM EDUCATIONAL REQUIREMENTS

High school attendance.

Approved by the Board 16 December 1998

Revised 7 July 2004

Proposed revisions 7 August 2024