

**MOULTONBOROUGH PUBLIC LIBRARY  
HIGH SCHOOL LIBRARY PAGE  
JOB DESCRIPTION**

**Position Title:** Library Page  
**Reports to:** Head of Library Services  
**Hours:** Mostly evenings and Saturdays (possibly weekdays during the summer)  
**Classification:** Part-time, hourly, non-exempt

**Purpose and Scope:**

The High School Library Page works under the direct supervision of the Head of Library Services and the general supervision of the Board of Library Trustees.

**Specific Duties:**

- Shelves library materials in proper order.
- Replaces books in their proper position on shelves; reads shelves and shifts collection to create space.
- Answers basic questions from patrons both in-person and on the telephone.
- Performs other duties as assigned.

**Qualifications Required:**

- Must be at least 15 years old.
- Ability to follow written and oral instructions.
- Ability to interact in a positive and effective manner with other employees and the public.
- Must be able to learn library systems.
- Demonstrate a professional attitude and appearance.