

## **HIGH SCHOOL LIBRARY PAGE**

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

This position ranges from 4-12 hours per week, including evenings and Saturday hours.

### **Requirements:**

1. Must be at least 16 years old.
2. Ability to follow written and oral instructions.
3. Ability to interact in a positive and effective manner with other employees and the public.
4. Must be able to learn library systems.

### **Duties and Responsibilities:**

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