

**Whipple Free Library**  
**Page Job Ad**

Our Page is headed to college, and we are looking for a someone to join our team at The Whipple Free Library. We are seeking someone who enjoys working with the public, is passionate about libraries, dependable, and has a great sense of humor. Estimated start date is August 5<sup>th</sup>.

**Title:** Library Page (9-12 hours per week)

**Hiring Wage:** \$14.00 per hour

**Job Summary:**

The Page will work with the circulation staff to assist patrons borrowing materials. Performs routine tasks associated with the operations of the Whipple Free Library. This position involves working with the public and maintaining confidentiality. The primary responsibilities are checking in and out library materials, shelving, answering phones, and assisting the public with library related services. Two evenings a week (Mon and Wed) and every other Thursday or Saturdays in rotation are required.

**Duties and Responsibilities:**

- Checking-in and checking-out of library materials on our Apollo ILS system
- Shelving materials
- Registering new patrons and updating patron records for existing patrons
- Answering phones quickly and professionally
- Maintaining the appearance of the library
- Using Google Calendar to book meeting rooms
- Using spreadsheets (Google Docs and excel) to enter statistics
- Scanning books into Better World Books
- Other circulation desk tasks as required

**Minimum Qualifications:**

Must be 16 or older. Demonstrated interest in libraries or related customer service work a plus. Strong computer skills, both PC and Mac. Must be a team player and willing to collaborate. Strong attention to detail.

A background check will be required.

Please view the full job description here or at [www.whipplefreelibrary.org](http://www.whipplefreelibrary.org).

To apply, submit a letter of inquiry and an [application](#) to Tanya Ricker, Director, at **[Whipplefreedirector@gmail.com](mailto:Whipplefreedirector@gmail.com)** This position is posted until filled.