

JOB DESCRIPTION – PAGE CIRCULATION

- I. Identification information:** The Circulation Page is responsible for the sorting and shelving of all books in the Adult's and Children's collections.
- II. Essential functions and responsibilities:**
1. Sort and shelve library materials.
 2. Shift, dust and straighten shelves.
 3. Conduct regular shelf reading to ensure materials are in the correct order.
- III. Other duties and responsibilities:**
1. Special projects and other duties as assigned.
 2. May be asked to check in materials.
 3. May answer directional and procedural questions.
 4. Answer incoming calls and route to proper department.
 5. Renew materials over the telephone.
- IV. Supervisory responsibilities:** The Circulation Page reports to the Circulation Manager. This position does not have any supervisory responsibilities.

QUALIFICATIONS:

At least 16 years of age and available to work evenings and weekends. Ability to learn and file materials using the Dewey Decimal system. Ability to perform clerical tasks accurately and efficiently. Ability to relate well to the public and communicate effectively.