



## THE BLUE MOUNTAINS PUBLIC LIBRARY JOB DESCRIPTION

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**Position Title:** Student Page  
**Department:** Library  
**Reports To:** Manager Public Services  
**Job Grade:** Grade 1

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### Position Summary

- Help keep the Library collection in good order. This makes it easier for staff and patrons to find the information they require

### Key Duties and Responsibilities

- Shelve new and returning library materials checking the three books to the left and right of the book as you place it on the shelf. This will ensure that you are keeping the correct order of the books
- May be required to shift materials on the shelf in order to make room for new materials
- Accurately shelf read an assigned area of the library making corrections as necessary to leave the books in the correct order and the shelves looking neat and tidy
- May be required to stamp de-accessioned items with discard stamp. Delete the withdrawn items from the database, parcel the books for shipping or place them on the sale cart
- Cleaning and shelving DVD and reporting those in bad condition to Technical Services
- Assisting with library programs and special events.
- Perform other duties as assigned
- Display and promote positive "Team Player" attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance the workplace improve policies, procedures and services
- Communicate with patrons and the public in an effective and courteous manner regarding programs, policies, and procedures of the library
- Personally comply with all health and safety practices as they relate to the work, standard operating guidelines and the Occupational Health & Safety Act. Personally comply with, and assume appropriate supervisory responsibility for compliance with, all health and safety practices as they relate to the Library, standard operating guidelines and the occupational Health and Safety Act
- Sign and adhere to the Library's Code of Conduct and Oath of Confidentiality

## Job Details

**Hours of Work:** This is a permanent part time position and shifts will vary; Weekend and evening work on Tuesdays and Thursdays will be required.

**Direct Reports:** 0

**Overtime:** Applies

## Education and Experience:

- The successful candidate must be an enthusiastic, reliable team player. This position works closely with the other library staff to support the general operation of the library.
- Must be over the age of 14 years
- Must be enrolled in a High School
- Must be accurate
- Must be familiar (or able to learn) the Blue Mountains Public Library's computerized catalogue system
- Must have good organizational skills
- Must be able to stand for long periods of time