

Library Page

Name _____

Hire date: _____

Supervisor: Circulation Coordinator

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

A. Serves the public by keeping library materials in correct order

1. Shelves all materials returned to the Library

Shelving Priorities:

Arrange returned items on trucks in order – alphabetically and by Dewey

Shelve adult new books and all videos/DVDs first.

Shelve remainder of items, correcting and shifting shelves as necessary. (all items should be shelved within 48 hours of being returned.)

Shelves magazines and newspapers in public area.

Shelve past date magazines and newspapers in storage area.

2. Straightens shelves and display areas daily.
3. Shelf reads as necessary to keep materials in order
4. Provides clerical support such as typing spine labels or filing.
5. Assists the public with general directional information and assistance with copier/fax.
6. Keeps public area neat, chairs, tables and shelves clear, neat and dusted.
7. Charges materials in and out when requested by Circulation staff.
8. Provides program support to Children's Coordinator, Circulation Coordinator, Library Director as requested. (i.e. help with displays, search for items before overdues are sent, assist with new or gift book processing, etc.)
9. Prepares new materials for circulation (i.e. CDs, paperbacks) as requested.
10. Performs other work as required.

Approved by Cuba Circulating Library Board of Trustees March 1999

Updated by Director & Circulation Coordinator 11/04.