



Commerce Township Community Library

180 E. Commerce Rd.
Commerce Township, Michigan 48382
Phone: 248-669-8108 / Fax: 248-325-5047
Internet: www.commercelibrary.info

NOTICE OF EMPLOYMENT OPPORTUNITY

LIBRARY PAGE (PART-TIME, 15 Hrs/Week)

The Commerce Township Community Library has an opening for a Library Page to work 2 evenings per week and alternating weekends (approximately 15 hours weekly). Rate of pay is \$9.65 per hour.

Library Pages are responsible for shelving library materials and helping to keep the Library tidy and organized. Library Pages work under the supervision of the Circulation Services Manager.

Employment applications and a job description may be obtained from the Circulation Desk at the Library or from our website at commercelibrary.info/employment.

Completed applications may be submitted by mail, in person at the Library, or via email to bwines@commercelibrary.info

Applications will be accepted until the position is filled.

Library Page Job Description

Physical Requirements:

Requires frequent lifting and carrying of library materials, pushing and pulling of book carts, and frequent stooping and reaching.

Requires visual discrimination and the ability to correctly read spine labels.

Duties:

Accurately shelving library materials.

Monitoring the shelves to see that all items are in correct order according to the library's shelving guidelines ("shelf reading").

Emptying the book drops on a regular basis.

Performing "shelf shifting" when shelving units become too crowded.

Loading and unloading deliveries of books to/from other libraries.

Pulling items from shelves to fill hold requests from patrons/other libraries.

Dusting shelves and other library furnishings as needed.

Cleaning library materials and computer workstations as needed.

Keeping the interior of the library in good order by pushing in chairs, straightening tables, collecting and re-shelving loose books and magazines, etc.

Assisting library staff with closing procedures if needed.

Assisting library staff with preparing and hosting library programs if needed.

Processing discarded library materials.

Assisting with the disposition of donated books.