

9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

Library Page

Job Description

Library Page is an entry level position for which no previous experience is required. On the job training is provided. The Page is involved with the daily functions of the library. This position is for 10-11 hours weekly, including afternoons, evenings, and Saturdays. This position reports to the Library Director.

The Library Page position pays minimum wage.

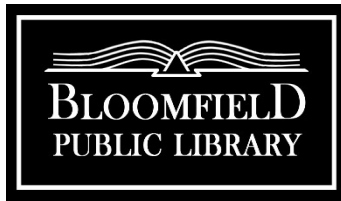
Duties & Responsibilities

- Perform routine circulation duties, including checking in, checking out, and renewing library materials
- Process and physically prepare all incoming new materials
- Accurately sort and shelve library materials and regularly read shelves for correctness of order, re-shelving materials as needed
- Assist with the creation of displays to promote library events and materials
- Follow all established policies and procedures of the Library
- Perform other duties as assigned

Expectations

- Provide good customer service – be friendly, helpful, respectful, and open with patrons and other staff
- Show initiative – look for tasks to assist with, take action, and make suggestions for improvements
- Be reliable – report on time ready to work, making minimal changes to established schedule and providing advanced notice of any necessary adjustments
- Be a self-starter – get right to work, prioritize tasks independently, and manage time appropriately
- Possess suitable computer/technology skills – be able to use and help others with a variety of computers or devices
- Communicate effectively – be able to communicate clearly, both in-person and in writing and possess good comprehension skills

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- Be a team player – the Page works with other pages, clerks and the Library Director to serve the public and maintain library serves
- Physical Demands – ability to tolerate moderate physical demands, including sitting, standing, or walking for sustained periods of time, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, climbing stairs, using a ladder or stool, and lifting up to 30 lbs.

Minimum Qualifications

At least 16 years of age (New York State Labor Law requirement in order to work until 8:15pm at least two nights each week.)

Schedule

Generally, 10-11 hours per week (2 evenings and alternating Friday/Saturday); additional hours assigned as needed.

To Apply

Send application to Margo Prak, Library Director: bloomfieldlibrarydirector@owwl.org

or mail to:

Bloomfield Public Library

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Preference will be given to applications received before **August 19, 2021.**

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