



### **Part Time Library Page**

Do you like books, music, and movies, and have a knack for keeping things in order? Have you ever dreamed of working in a library, as either a simple part-time job, or as the first step in a rewarding career? As a Part Time Library Page, you could help us connect Genesee County's readers, self-directed learners, parents, and children to the care and the resources that they seek!

**DUTIES:** Library Pages sort and shelve incoming library materials like books, music, and movies. They locate shelved materials that have been requested by library patrons, and read the shelves for accuracy and order, re-shelving as they go. They may be given larger projects, like relocating parts of the collection; preparing library displays; or preparing materials for craft projects, as needed by the librarians. Although not primarily a public-facing position, the Library Pages may assist patrons on the floor of the library with simple directional information, and they customarily cover lunch breaks in the Children's Room or at the Circulation Desk.

The work of a Library Page is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. A recent informal poll of Richmond library staff determined that nearly 50% had started their library careers somewhere as a Library Page! Common career trajectories are to Library Clerk with a high school diploma; to Library Assistant with a Bachelor's degree; or to Librarian with a Master's degree in Library and Information Science.

**WAGES:** NY minimum wage of \$14.20/hr.

**QUALIFICATIONS:** no prior experience required, but must be of legal working age

**HOURS:** 8-12 hours per week, during regular library hours: Monday-Thursday 9-9, and Friday/Saturday 9-5. Candidates available for regular Saturday shifts strongly preferred.

**CIVIL SERVICE:** This is a non-competitive, clerical class position.

**TO APPLY:** complete and return the attached Library Page Test and Genesee County Civil Service Application to the Richmond Memorial Library, or email them to Library Director Beth Paine (bpaine@nioga.org).

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www.batavialibrary.org  
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