



Aurora Public Library

POSITION DESCRIPTION

POSITION TITLE: **Library Page**

REPORTS TO: Manager, Content, Access and Innovation

DUTIES AND RESPONSIBILITIES:

- ◆ Sort incoming library materials onto trucks
 - ◆ Shelve library materials according to Dewey Decimal Classification System
 - ◆ Organize and maintain shelves in proper sequence, including shelf reading to ensure accuracy
 - ◆ Refer patrons to appropriate service points
 - ◆ Tidy Library at closing
 - ◆ Empty Book Drop
 - ◆ Responsible for observing and following all established occupational health and safety procedures, to be aware of hazards in the workplace and preventative measures taken. Takes an active part in protecting oneself, fellow staff members and library property by reporting all hazardous conditions and unsafe work procedures. Adheres to the Aurora Public Library Health and Safety Policy.
 - ◆ Perform other duties as required
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QUALIFICATIONS:

- ◆ Fourteen years of age or older
- ◆ Requires frequent lifting and carrying of library materials (up to 20 lbs); pushing and pulling full book carts; and frequent stooping and reaching to meet shelf heights
- ◆ Requires the ability to accurately read spine labels and shelve items alphabetically and numerically

SALARY CLASSIFICATION: Page Wage Grid
(This is a non-union position)
