

**YPSILANTI DISTRICT LIBRARY**  
**Job Description: Library Page**

**Classification: Library Page**  
**Department: YDL—Michigan Avenue**  
**Reports to: Branch Manager**

**Nature of Work:**

Under the general supervision of the YDL-Michigan Avenue Branch Manager, the Library Page is primarily responsible for shelving library materials in either alphabetical or Dewey Decimal order, replacing misplaced materials, straightening shelves, and performing other related tasks.

**Essential Duties and Responsibilities:**

1. Checks in, sorts, shelves, and replaces books, newspapers, periodicals, and audio-visual materials;
2. Scans shelves to assure that materials are properly arranged;
3. Sorts items in poor condition and routes to appropriate selector;
4. Straightens library furniture & clears surfaces of un-shelved materials;
5. Assists with opening and closing procedures;
6. Demonstrates positive public service attitude;
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively to provide excellent public service;
8. Other duties as assigned.

**Minimum Qualifications:**

Knowledge of English alphabet and ability to learn Dewey Decimal System. Understand and follow oral and written directions in the English language. Ability to work independently and cooperatively with others. Basic computer skills and the initiative to learn the library's information system. Strong organizational skills and attention to detail. Enthusiastic, friendly, and approachable. Must be 16 years of age or older.

**Physical Requirements:**

1. Talking – required while communicating with patrons and staff.
2. Hearing –required when communicating with patrons and staff.
3. Sight – constantly required when performing shelving functions.
4. Lifting and carrying up to 30 pounds.
5. Pushing a loaded book cart long distance (over 20 feet).
6. Moving throughout the library building.

**Working Conditions:**

- 10-16 hours per week at the YDL-Michigan Avenue location.
- Scheduled shifts will include days, nights, and Saturdays
- Non-union position.
- No health benefits or paid holidays offered.

**Salary:** \$9.65 (minimum wage).

To apply, please complete the YDL application for employment  
(<https://www.ypsilibrary.org/about/connect/jobs/>). Return to any YDL location or mail to:

**YPSILANTI DISTRICT LIBRARY**  
**Attn: Human Resources**  
**5577 Whittaker Rd.**  
**Ypsilanti, MI 48197**