

**Minot-Sleeper Library  
35 Pleasant St  
Bristol, NH 03222**

**JOB TITLE:** Library Page

**STATUS:** Part-time, non-exempt

**REPORTING:** Library Director

**JOB SUMMARY:** The Library Page is responsible for performing a wide variety of library-related duties, including but not limited to circulation and organization of library materials, and assisting with program preparation work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Shelves books by the library's organization systems and standards
- Checks books in and out at the circulation desk
- Performs computer and craft work for displays
- Helps to answer reference questions and assist patrons as needed
- Assists Youth Librarian with preparing for story time and other programs
- Assists the Circulation/Interlibrary Loan Librarian with requests and returns
- Helps the Library Director as needed
- Performs other related duties as assigned

**Qualifications:**

- Shall have excellent interpersonal skills
- Shall have experience using technology, including computers
- Shall have creative skills that can be applied to projects such as displays and children's program preparation
- Shall be able to work independently, and as part of a team

Revised 7/2018 – Approved by the Board of Trustees 7/14/2015