

**Derry Public Library
Position Description**

Position Title: **Library Page**

Department: Circulation

Reports To: Head of Circulation

Approved by Board of Trustees: August 18, 2025

GENERAL SUMMARY:

Under supervision of Head of Circulation, responsible for the accurate physical location of all library materials. Accountable for supporting and implementing the Mission Statement, goals, objectives, and policies of the library.

ESSENTIAL JOB FUNCTIONS:*

- Promotes and supports the mission/goals/objectives of the library, abides by all laws governing libraries, implements and interprets all Derry Public Library policies and procedures.
- Exhibits a commitment to customer service and possesses excellent customer service skills.
- Demonstrates the ability to manage inappropriate behavior with kindness and discretion.
- Re-shelves returned materials.
- Shelf-reads to ensure that materials are in proper sequence.
- Shifts materials as directed to alleviate crowded shelves.

OTHER DUTIES AND RESPONSIBILITIES:

- Searches shelves for overdue items, claimed returns, missing items, and items from the daily pull list as assigned.
- Performs other duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Completion of High School diploma preferred but not required.
- Demonstrates competence in reading and writing English.
- Knowledge of decimal fractions.
- Skill in alphabetizing and putting materials in correct Dewey Decimal Classification order.
- Ability to understand and follow written instructions.
- Possesses a good sense of humor.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibility.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Physical ability to lift, stoop, stretch, and stand for lengthy periods, to transfer materials weighing 1 to 15 pounds each to a maximum height of 90”, and to perform these functions 3 to 7.5 hours per day.
- Physical ability to push/pull book carts weighing 250 pounds or more.
- Physical ability to shelve books while standing on a step stool.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants with disabilities, as well as incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with a reasonable accommodation to be determined by management on a case by case basis.**