

## Job Description

Prepared: 2026

Reviewed By: CEO/Chief Librarian

|                          |                                                                          |
|--------------------------|--------------------------------------------------------------------------|
| <b>Position Title:</b>   | Library Page                                                             |
| <b>Department:</b>       | Hanover Public Library                                                   |
| <b>Reports To:</b>       | CEO/Chief Librarian, Branch Manager                                      |
| <b>Supervises:</b>       | Directly: None<br>Indirectly: None                                       |
| <b>Position Status:</b>  | Part-time                                                                |
| <b>Location:</b>         | Hanover Public Library, 451 10 <sup>th</sup> Avenue, Hanover ON, N4N 2P1 |
| <b>Pay Method:</b>       | Hourly                                                                   |
| <b>Normal Work Week:</b> | Average 11 hours per week                                                |

## Position Summary

The Library Page is responsible for working with senior library staff to provide a pleasant and effective circulation service to all library users. The Library page performs routine and nonprofessional work in the Library such as shelving, processing and maintaining books and other library materials in proper order, circulation of materials and assisting patrons according to established procedures.

## Duties and Responsibilities

### Operations

- a) Greets and assists library users in a cheerful and welcoming manner, employing effective customer service skills both on the phone and in person.
- b) Upholds the Library's standards and contributes to a positive image.
- c) Assists patrons with various requests including microfilm, fax machine and photocopier use.
- d) Sorts, alphabetizes, re-shelves and retrieves library materials, ensuring all materials are located and shelved properly to preserve the resources and accurately to permit efficient retrieval.
- e) Shelf-reads the collection to ensure materials are in neat and proper order. Rearranges or shifts books as needed.
- f) Performs circulation functions according to procedures including check-in and check-out of library material, placing of reserves, routine registration or renewal of memberships.
- g) Calculates and accepts payment from patrons for library services such as fines for overdue rentals, fees for printing, faxing, tickets and garbage tags etc. and processes payment through the cash register.

- h) Performs routine keyboarding, data entry and filing tasks.
- i) Assists customers using computers, devices, Internet services and online resources provided at the library and remotely
- j) Creates publicity materials, signs and documents
- k) Checks library materials to determine need for repair and repairs and/or cleans damaged materials.
- l) Ensures shelves and tables are in good order and assists with closing procedures at the end of each shift.

### **Health & Safety**

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner.  
Employee responsibilities for Health, Safety and Environment include:
  - Work in compliance with organizational health, safety and environmental procedures.
  - Report any unsafe conditions or unsafe acts.
  - Ensure that the required protective equipment is used for the assigned tasks.
  - Attend all required health, safety and environmental training.
  - Report any accidents/incidents to supervisor.
  - Assist in investigating accidents/incidents.
  - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### **Other**

- a) Performs all other duties and responsibilities as assigned.

## **Education, Skills and Experience**

### **Education/Training/Certifications/Licences:**

- Enrollment in secondary school in Grade 9 or higher for student pages.
- Completed secondary school for adult pages.

### **Experience:**

- Demonstrated knowledge of basic computer applications, Internet and electronic resources.

### **Skills and Abilities:**

- Pleasant and outgoing personality, ability to get along with people of all ages.
- Able to work with minimal supervision at routine tasks
- Good oral and written communication skills in English.
- Ability to follow oral and written instructions.
- Good reading and numeracy skills.
- Responsible and trustworthy.
- Well organized and tidy.

## **Physical Demands and Working Conditions**

- Standard Library environment, climate controlled, likely exposure to dust & human odours.

- This position requires sitting and working at repetitive tasks and keyboard work, and also requires a high level of attention to detail and accuracy.
- Physical demands include lifting, stooping, crouching and reaching to low and high shelves, pushing wheeled carts up to 100lbs, standing and walking frequently and climbing a short ladder.
- Regular interruptions from users and other staff to respond to queries and occasionally working extra hours due to special events taking place.

### Contacts

Internal: Municipal Departments (weekly)

External: General Public (daily)

Public Relations: None

### Review/Approval

|                              |  |              |
|------------------------------|--|--------------|
| <b>Current Incumbent(s):</b> |  | <b>Date:</b> |
| <b>CEO:</b>                  |  | <b>Date:</b> |
| <b>Human Resources:</b>      |  | <b>Date:</b> |