

<b>TITLE</b>	<b>Student Page</b>
<b>JOB CLASSIFICATION</b>	Grade 100 – Student Page, Temporary, Nonexempt
<b>HOURS</b>	<b>Part time (10 – 12 Hours per week)</b> Evenings and weekends predominantly. Required to adapt to future schedule changes, depending upon departmental and library-wide needs.

## REQUIREMENTS

### *Education/Experience*

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Current high school student status, age 16 or over. Experience in a school library helpful.

### *Knowledge/Skills*

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Ability to read English and to place items in numerical sequences. Courtesy, tact, and teamwork skills.

### *Working Conditions*

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Work primarily inside the library. Most of the work requires lifting, moving, shelving of books and other light materials and equipment.

**REPORTS TO**                      **Circulation Supervisor**

**POSITION(S) SUPERVISED**   **None**

## BRIEF DESCRIPTION

### *BASIC SUMMARY*

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Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider. **This position assists in accomplishing this mission by sorting and shelving library materials, ensuring timely accessibility for staff and patrons.**

**ESSENTIAL POSITION DUTIES****% Time****1. Shelving and Sorting****90%**

- Shelves library materials in proper order.
- Maintains correct, neat arrangement of materials by checking for proper sequence. Shifts and straightens materials as needed.
- Empties book drops and sorts materials onto appropriate carts.
- Sorts materials onto appropriate carts.

**2. General Circulation Services Support****10%**

- Retrieves and delivers library materials to users as requested by supervisor or public service staff.
- Assists in maintaining the library in a neat and orderly manner through general pick-up of materials, clearing tables, arranging furniture, etc.
- Performs miscellaneous related duties as needed and assigned by the supervisory team.

**PHYSICAL DEMANDS CHECKLIST**

**PHYSICAL STRENGTH FACTORS:**

- Lifting  Yes  No
- Pushing  Yes  No
- Pulling  Yes  No
- Carrying  Yes  No
- Reaching  Yes  No
- Gripping  Yes  No
- Does job require reaching above shoulders?  
 Yes  No
- Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: 50 pounds

**PHYSICAL MOBILITY FACTORS:**

- Throwing  Yes  No
- Sitting  Yes  No
- Standing  Yes  No
- Walking  Yes  No
- Climbing  Yes  No
- Stooping/Bending  Yes  No
- Crouching  Yes  No
- Kneeling  Yes  No
- Crawling  Yes  No
- Twisting  Yes  No
- Balancing  Yes  No

**SENSORY/PERCEPTUAL FACTORS:**

- HEARING:**
- Conversation  Yes  No
  - Sounds  Yes  No
- VISION:**
- Far  Yes  No
  - Near  Yes  No
  - Color  Yes  No
  - Depth  Yes  No
- PERCEPTION:**
- Spatial  Yes  No
  - Form  Yes  No
  - Feeling  Yes  No

**WORK ENVIRONMENT:**

- Inside Work  Yes  No
- Outside Work  Yes  No
- Hot/Cold  Yes  No
- Fumes  Yes  No
- Traveling  Yes  No
- Working Alone  Yes  No
- Working in a Group  Yes  No
- Interacting with the Public  Yes  No

**HAZARDS:**

- Machines  Yes  No
- Electrical  Yes  No
- Sharp Tools  Yes  No
- Slippery floors  Yes  No
- Congestion  Yes  No
- Heat/Cold  Yes  No
- Dust/Vapor  Yes  No

**OPERATE:**

- Equipment  Yes  No
- Telephone  Yes  No
- Computer  Yes  No

**ACCESSIBILITY FACTORS:**

- Doors  Yes  No
- Aisles  Yes  No
- Tables  Yes  No
- Telephones  Yes  No
- Staff Room  Yes  No
- Bathrooms Public  Yes  No
- Drinking Fountain  Yes  No
- Parking  Yes  No