

NORTHVILLE DISTRICT LIBRARY
EMPLOYMENT OPPORTUNITY

Position: Shelving Page
Starting Pay: \$9.87/hour
Hours: 10 hours per week; includes nights and weekends, year-round

Primary Duties and Responsibilities:

Sorts and loads library material on carts for shelving
Shelves library materials in proper order
Shelf reads to assure materials remain in proper order
Shifts materials in the public areas as needed
Reports problems with shelf organization to supervisor
Assists with closing procedures for Circulation
Assists with the overall maintenance and orderliness of the library's collections
Assists with other library duties as needed

Requirements:

Strong attention to detail and organization
Ability to sort in alphabetic or numeric order according to the Dewey Decimal System
Ability to maintain a regular work schedule
Ability to follow detailed written and oral instructions
Ability to work independently in an efficient manner to complete assigned tasks
Physical condition necessary for standing, bending, stooping, crouching, reaching
Ability to push or pull wheeled carts loaded with library materials

Applicants must be at least 15 ½ years old

Applications available on our website at northvillelibrary.org or in the library at the Information Desk.

Submit completed applications to: Carla Eggert
Administrative Assistant
Northville District Library
212 W Cady
Northville, MI 48167
ceggert@northvillelibrary.org