HIGHLAND PARK PUBLIC LIBRARY
Information & Imagination

Library Page (Part-Time), Highland Park, IL

Position Summary

Highland Park Public Library is looking to hire a Library Page. We are looking for someone who is able to keep all the materials highly organized, efficiently and timely return items to the shelves, and provide friendly customer service to all patrons and staff.

About the Library

The Highland Park Public Library's most valuable resource is our team. We recruit creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community.

Job Location: This position is on site at the Highland Park Library.

Hours: 16 hours per week including afternoon and weekend shifts (Optional work Schedules - **Option 1**: Tuesday: 3pm-7pm, Thursday: 3pm-7pm, Friday: 12:30pm-4:30pm and Saturday: 9am-1pm. **Option 2**: Tuesday: 5pm-9pm, Thursday: 5pm – 9pm, Saturday: 1pm-5pm and Sunday: 1pm-5pm.

Hourly Rate: $15 - $16.50 per hour

Benefits:

- Paid time off

Responsibilities:

- Shelve, sort, and shift library materials (print and non-print) onto shelves or display units, and shelf-read materials in order to maintain the order on the shelves.
- Greet anyone who enters the library in a friendly and professional manner and answer questions and assist patrons as needed.
- Empty book bins or other returned materials receptacles. Check materials for condition for missing pieces and inform Membership Services Assistant.
- Perform cleaning and repair (requires operation of equipment) as directed.
- Search shelves for missing/claims returned materials.
- Perform and oversee retrieval of requested materials and assist staff with retrieving "pick list" items from shelves.
- Discharge materials as assigned. View computer screen messages and take appropriate action when necessary.
- Maintain organization and order of public areas by shifting materials appropriately, clearing tables and carrels of materials at closing.
- Check and respond to email and complete quarterly work-related training and surveys.
- Represent the library at community events and related outreach services.
- Complete special projects as required.

Requirements:

- Must be at least 14 years of age (with a work permit to 16 years of age)
- Ability to arrange materials in an alphabetic and Dewey Decimal sequence; to sort materials by color codes
- Ability to perform frequent standing, bending, kneeling, stretching and lifting and carry materials up to

25 pounds.
- Move carts of materials up to 40 pounds.
- Basic computer skills including email and online training.
- Ability to complete electronic timecards
- Ability to follow oral and written instructions
- Ability to interact and communicate effectively both in person and digitally with all people including managers, co-workers, and the public.
- Ability to work with the public in a positive manner with interruptions, and to complete assigned tasks without direct supervision.

Apply to: If you are looking for a part-time role at the Highland Public Library, please submit your application to jobs@hplibrary.org. The application can be found at hplibrary.org/job-listings.