



Huntingdon Valley Library

625 Red Lion Road

Huntingdon Valley, PA 19006

HVLibrary.org | (215) 947-5138

Part Time Library Page

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** Non-MLS
- **Deadline:** until filled

Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time library page. Under supervision, this position helps shelve and organize library collection materials and helps prepare the library facilities for program use. The position reads and straightens the materials on the shelves, checks the shelf for overdue items, and applies acquired knowledge to help customers locate materials. The work requires an understanding how the library is organized, keen attention to detail, and the desire to keep the collection tidy and organized. The work performed is subject to review through observation, reports and the results achieved. For a complete job description, please visit our website.

The position is 6 hours per week, Monday 6-9pm and Friday 2-5pm. Some evenings and weekend hours are required. This is a year round, part-time position.

Qualifications: High school education, often in progress. Must be able to file materials within the appropriate classification scheme, particularly the Dewey Decimal system with cutters and alphabetically by author.

- **Age 18 and up:** Ability to provide the following is required:
 - Pennsylvania State Police Request for Criminal Records Check
 - Department of Public Welfare Child Abuse History Clearance
 - Federal Criminal History Record Information

Submit resume and cover letter to:

Mrs. Pam Dull, Assistant Director
Huntingdon Valley Library
625 Red Lion Road
Huntingdon Valley, PA 19006

or by email in PDF form to pdull@mclinc.org

Salary: \$7.30



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Position: Library Page

Reports to: Assistant Director

Primary Function: Shelves library materials and keeps them in proper order.

Hours: 6 hours per week; Monday 6-9pm and Friday 2-5pm.

Responsibilities

- Projects a positive and pleasant attitude to the public and maintains an effective relationship with other staff members as part of a team
- Shelves library materials in the appropriate order with care and attention to detail
- Performs shelf reading to assure materials are in proper alphabetical or Dewey Decimal order
- Maintains the collection on the shelves by shelf-reading, shifting, and straightening as needed
- Answers directional questions, in-person inquiries, helps customers locate needed materials and refers customers to other appropriate assistance
- Assists library staff with closing procedures
- Assists library staff with programs as needed
- Adheres to library policies and procedures
- Performs any other tasks as requested

Qualifications

- Ability to understand and follow oral and written instructions in English at an 8th grade level
- An awareness of the purposes and functions of the public library and the ability to learn routine library procedures
- Ability to learn the Dewey Decimal system and other library filing systems

Physical Qualifications

- The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds
- Ability to push and pull library book trucks weighing 100-300 lbs. and carry up to 15 lbs of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position

General Requirements for All Library Employees

- Ability to project professional workplace image of specific job title
- Ability to adapt to change
- Ability to learn new computer skills, programs and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- **Ability to provide the following:**
 - **Pennsylvania State Police Request for Criminal Records Check**
 - **Department of Public Welfare Child Abuse History Clearance**
 - **Federal Criminal History Record Information**