

## **SIOUX LOOKOUT PUBLIC LIBRARY**

### **STUDENT PAGE JOB DESCRIPTION**

1. You must be aware that there are confidentiality issues when working at the library and you must be willing to sign the "Oath of Confidentiality".
2. You will be required to view/read some safety materials.
3. There is a probationary period of 3 months.
4. Your most important duties are the shelving of materials and the maintaining of the shelves in good order. If the books are not put away properly it is VERY difficult for other staff or the public to locate items and staff do not have the time, nor should they be required to, do your jobs.
  - a. Cleaning of DVDs, Books on CD, etc. is considered part of shelving however do not give more than 15 minutes of your shift to this duty. As an example you come in and there are 40 DVDs needing to be cleaned. Clean for 15 minutes then start putting the books on the cart away. If you finish putting the books away you can then go back to cleaning these items.
  - b. When putting away the cleaned DVDs put the actual DVD away first before putting the display card out. NEVER put a display card out that you haven't first checked to see that the DVD has been shelved correctly.
5. End of shift procedures:
  - a. ½ hour to 45 minutes before the end of shift obtain the key to the book drop from circ staff and bring in any items dropped off.
  - b. 15 minutes before finishing your shift pick up stray books, push in chairs, and generally clean up the library. You can start this earlier if things are in a real mess. Any materials you find on the tables should be taken to the circ desk to be checked in, just in case they have been checked out and forgotten.
  - c. On days when you work until the library closes you are expected to:
    - i. 5 minutes before closing turn out the lights in the main library.
    - ii. 5 minutes before closing turn off **one** of the lights in the computer room. (Not both as it would be too dark in the room.)
      - Items i and ii above are interchangeable and circulation staff may ask you to do either job earlier if they feel it is required.
    - iii. Lock the front entrance doors, unlock the panic bar and move the switch to CENTRE.
    - iv. Change the OPEN sign to CLOSED.
6. (i) Areas of the library:
  - a) Magazines
  - b) New books - identified with red tape
  - c) CNIB Discs – located in bottom drawers of DVD cabinets.
  - d) DVD display cards - DVDs - located in cabinets, display units, etc.
  - e) Children's area - JE, J. JF, JPB, JEPB, RR, Books on CD
  - f) Books on CD and Playaways
  - g) Adult PBs – in order by author's last name and all books by same author together
  - h) Hardcover fiction – in order by author's last name and all books by same author together
  - i) Non-fiction - Dewey Decimal order
  - j) Reference
  - k) Indigenous Collection area

- l) Local Interest - blue dot
- m) Biography - in order by subject's last name
- n) Adult, Young Adult and Junior Graphic Novels
- o) Large print - in order by author and all books by same author together

(ii) Dewey shelving system:

Which comes first?

658.12 PAL	or	658.04 PAL	658.21 PAL	or	658.012 PAL
658.1 PAL	or	658.06 PAL	658.1 PAL	or	658.1 DUN

**DON'T FORGET THAT AUTHORS GET SHELVED TOGETHER – DUNcan DUNcan DUNcan and then DUNdee.**

(iii) Shelf reading - use the binder to mark in areas that have been completed.

When shelf reading (putting materials in order), pull books out to the edge of the shelf and loosen props so that there is room for two of your fingers. If there is no room on the shelf for materials advise circulation staff. Use any spare time to shelf read - even if you only have time for one shelf.

7. There will be times when you will be required to assist the CEO and/or Assistant Librarian with programming. This may include helping with preparations, participating in the program, and cleaning up after the program.
8. **Let adult staff know WHENEVER you feel uncomfortable – someone watching you, asking weird questions or behaving funny, small children being left alone, etc. DO NOT DEAL WITH INDIVIDUALS OR SITUATIONS YOURSELF. LEAVE THE AREA IMMEDIATELY AND ALWAYS GET ADULT STAFF.**
9. Use the cart when shelving. Do not carry materials around. Circulation staff will try and place items on the cart in order to speed up shelving but you may need to organize the cart further before shelving.
10. No one will shelf only in one area. When you come in, unless there are a large number of DVDs requiring cleaning or circulation staff need a special job done, grab a cart and put away everything on it.
11. You will be assigned a separate area that only you are responsible for. Once the materials on the cart have been put away check your area. (This will include shelf reading, cleaning, displaying of materials, etc.)
12. Pages report to the adult circulation staff on duty when the Assistant Librarian is not on duty and the CEO when the Assistant Librarian is not on duty. (The Assistant Librarian is in charge of the circulation desk.)
13. There is a dress code and if you're not sure what it is ask the Assistant Librarian or CEO. Please leave your outer coats, boots, etc. in the staff room and if eating do so in the staff room. Having a bottle of water or pop in the workroom is okay but not food.
14. Please do not listen to music, text, use your phone, etc. while working your shift. Part of your job is to monitor where you are and if you cannot hear or are distracted you cannot monitor.
15. There is always something to do. Carts can be cleared, shelves can be read, and areas can be cleaned. Use your initiative. 😊

**PAGES ARE TO BE REMINDED THAT AT NO TIME ARE THEY TO PUT THEMSELVES IN SITUATIONS OR DO JOBS THAT THEY FEEL UNCOMFORTABLE WITH, EVEN WHEN ASKED TO DO SO BY ADULT STAFF. IF THIS HAPPENS IT IS TO BE REPORTED TO THE CEO IMMEDIATELY.**