



STUDENT JOB DESCRIPTION

JOB TITLE: Library Page

WORK AREA: Jackson County Library: Locations in Jackson, Lakefield, and Heron Lake

HOURS: 10 per week

TYPICAL WORK HOURS

(Check all that apply)

Daytime Evening Weekends

- 1 **JOB RESPONSIBILITIES/DUTIES:** Performs routine library duties.
 - 1.1 Collects materials from library tables, circulation desk, carts or other areas, retrieves books from book drop, sorts and shelves books in accordance with Dewey decimal classification system and library procedure;
 - 1.2 Straightens shelves and shifts books to ensure proper quantity of books per shelf; reads book spines on shelves to ensure that books are properly located on shelves and repositions books which are out of order;
 - 1.3 Replaces periodicals and other materials in assigned locations;
 - 1.4 Ensures the neatness of all areas.
- 2 Responds to patron inquiries with routine directions to areas of the library and refers patrons to a Librarian for reference issues.
- 3 Assists with library opening and closing activities as directed.
- 4 Assists with children’s, young adult, reading programs, book discussion groups, and other library-sponsored programs as assigned by supervisor;
- 5 Performs other duties as assigned.

QUALIFICATIONS: Familiarity with basic computer skills is required.

Knowledge, skills, and abilities include:

- Ability to learn current library principles, methods, and practices in sorting, circulation, and clerical responsibilities;
- Ability to use of the Dewey Decimal system;
- Ability to communicate effectively to assist patrons.
- Ability to perform work with accuracy;
- Ability to work evenings and weekends;

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

Yes No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$13.00 per hour

NUMBER OF STUDENTS NEEDED:

 1 Academic Year 1 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, Minnesota West

Location: Canby campus

Phone: 507-825-6854

Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:

Department: library

Mailing Address: Jackson County Library

Start Date: TBD

311 Third St

Jackson, MN 56143

Heron Lake Library

401 Ninth Street

Heron Lake, MN 56137

Lakefield Library

410 Main Street

Lakefield, MN 56150

Canby Campus
1011 First Street West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
PO Box 269
Jackson, MN 56143

Pipestone Campus
1314 North Hiawatha
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56178

Luverne Site
311 N. Spring Street
Luverne, MN 56156