

**CITY OF EAST LANSING**  
**EAST LANSING PUBLIC LIBRARY**  
**Library Page**

**PAY RATE:** \$9.65 per hour  
**HOURS PER WEEK:** 10 to 19 hours per week. Days, evenings and weekends.  
Contingent At-Will position.

The East Lansing Public Library (ELPL) is seeking an enthusiastic, part-time Library Page with a strong work ethic and ability to prioritize duties. We are looking for someone who can work quickly and accurately both in a team setting and independently, and who has an interest in developing new skills.

Our Library Page will work with the ELPL Circulation Team under the supervision of the Circulation Supervisor to check in, shelve, and retrieve library materials, and process incoming and outgoing interlibrary loan requests.

**SCHEDULE**

- 2-3 shifts per week, each approximately five hours in length
- Starting as early as 9:00 am, working as late as 9:00 pm

**REQUIRED**

- Ability to learn library shelving system and sort materials alphabetically and numerically
- Flexibility to work day, evening and weekend shifts regularly
- Ability to operate computers and computer software
- Ability to understand and follow detailed instructions
- Ability to work quickly, accurately and independently, and to prioritize tasks without close supervision after training is complete
- Punctuality and dependability

**PHYSICAL REQUIREMENTS**

- Ability to withstand and perform routine and repetitive motions such as bending, crouching, reaching, standing, and pushing on a regular basis
- Ability to lift library materials weighing up to 50 lbs., and to push book trucks weighing up to 200 lbs.
- Ability to sit and stand and use computers for extended periods.

**RESPONSIBILITIES**

- Sort and shelve materials in correct location, quickly and accurately; one full black cart in 30 minutes after training is complete (45 minutes for children's materials)
- Accurately check in items using the library's automated system; 150 items per hour after training is complete
- Assess returned items for condition and completeness and follow proper procedures for processing
- Empty book drops and bins

- Retrieve items requested by patrons; 120 items per hour after training is complete
- Shift and straighten materials as needed
- Process interlibrary loan items, both incoming and outgoing; 60 items per hour after training is complete
- Use various methods, including e-mail, to maintain open communication
- Straighten, de-litter all public areas
- Direct patrons to staff for assistance
- Perform other tasks as assigned

ELPL will accept applications through Wednesday, May 26, 2021. To apply, please email a completed [COEL General Employment Application](#) to:

Brice Bush, Assistant Director  
[bbush@cityofeastlansing.com](mailto:bbush@cityofeastlansing.com)

Alternately, mail your completed application to:

Brice Bush, Assistant Director  
East Lansing Public Library  
950 Abbot Rd.  
East Lansing, MI 48823

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER**