



## Huntingdon Valley Library

625 Red Lion Road

Huntingdon Valley, PA 19006

HVLibrary.org | (215) 947-5138

# 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, organize, display, and tidy library collection materials and helps prepare the library facilities for program use. The position reads shelves, ensuring items are in the correct location; looks for overdue items, and helps customers locate materials. The work requires an understanding of the alphabetical and Dewey Decimal classification systems used to organize the library collection and strong customer service skills. 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 and some evenings and weekend hours are required. The shift for this position is:

Wednesday 6-9 and Friday 2-5

Qualifications: High school education, often in progress. Must be able to file materials within the appropriate alphabetical or numerical classification scheme, specifically the Dewey Decimal system with Cutters.

- 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](mailto: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 with some evening and weekend hours included

### 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
- Answers directional questions, in-person inquiries, helps customers locate needed materials and refers customers to other appropriate assistance
- 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

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## 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**