

**Position Title: Page**

Reports to: Circulation Supervisor

**Classification: Page**

**Responsibility:** To preserve the physical appearance and order of the library's collection of materials through shelving and shelf-reading.

**Duties:**

- Clears patron reshelving carts stationed throughout the library before starts organizing materials to be put away.
- Sorts, alphabetizes and shelves library materials.
- Reads library shelves for order and neatness.
- Rearranges or shifts materials *as* necessary.
- Maintains orderliness of the stack areas by picking up stray books and papers and adjusting book stops.
- Reactivates items with security strips.

**Authority:** Does not supervise other employees but performs under direct authority of the Circulation Supervisor.