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

Daytime □ Evening □ Weekends □

(Check all that apply)

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