

# PATRON SERVICES PAGE

---

---

**Position Description for the  
LOGAN COUNTY LIBRARIES**  
Knowlton Library/Bellefontaine, Ohio

**Position Title:** Page/Non-exempt

**Department:** Patron Services/Circulation

**Immediate Supervisor:** Patron Services Supervisor

**Employment Status:** Part time/Bi-weekly payroll/Grade 1 on Salary Schedule

**Qualifications:** Must be at least 16 years of age, computer knowledge, preference given to previous Library experience, must be able to work evenings and weekends. Dependability, punctuality, and the ability to work a flexible schedule are required. A work permit is required if under the age of 18.

An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees or public in the workplace will be considered not qualified for this position.

**Position Description:** Works in the Patron Services/Circulation department of the Library shelving materials.

**Required Knowledge, Skills and Abilities:** Interest in learning Library procedures, ability to perform clerical tasks, ability to follow directions and work independently as well as part of a team, a self-starter, ability to perform simple typing and filing, and ability to meet and serve the public in a courteous and helpful manner. Ability to lift and move books and push heavy cart load of materials.

**Essential Duties and Responsibilities:**

Shelves Library materials as assigned;

Empties bookdrop;

Gathers materials from public carts, scans as "in-house use" for statistics, & shelves;

Shelf-reads to ensure materials are in neat and proper order;

Rearranges, dusts, cleans, and shifts shelves as required;

Keeps Library neat and orderly;

Files older issues of magazines and newspapers;

Answers public directional questions;

May assist with Library programs, including setting up and arranging furniture;

Maintains confidentiality in accordance with Library policy and all applicable laws and regulations;

Performs any and all related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Logan County Libraries.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Logan County Libraries.

---

SIGNATURE

DATE

9/2021