

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

|                                 |                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------|
| <b>PAY RATE:</b>                | \$8.90/hour                                                                        |
| <b>BEST CONSIDERATION DATE:</b> | September 14, 2017                                                                 |
| <b>HOURS PER WEEK:</b>          | 10 hours per week.Contingent; At-Will position<br>Includes night and weekend hours |

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 seek someone that can work quickly and accurately both in a team setting and independently, and has an interest in developing new skills.

Our Library Page will work with the ELPL Paging Team to check in and shelve library materials, pull items off of the shelves that patrons have requested, and process incoming and outgoing interlibrary loan requests.

All ELPL staff may: provide basic technology instruction; participate in the planning, implementing, and evaluating of services; and assist in the care of the facility and collection maintenance. Student employees are employed on a term basis for the current/ impending school year.

**REQUIRED**

- Eligible for work study financial aid through MSU or LCC
- Ability to learn library shelving system and sort materials alphabetically and numerically
- Ability to perform repetitive tasks quickly and accurately in a fast-paced environment
- Ability to work evenings and weekends
- Computer proficiency
- Ability to work independently and prioritize tasks

**PREFERRED**

- Experience working in a public library setting
- Demonstrated experience with customer service

**PHYSICAL REQUIREMENTS**

- Ability to withstand routine and repetitive motions such as bending, reaching, standing, and pushing.
- Ability to lift library materials weighing up to 50 lbs., and to push book trucks weighing between 100 and 200 lbs.

## **RESPONSIBILITIES**

- Provide basic customer service
- Shelf, sort and check in library materials
- Empty book drops
- Locate items requested by patrons
- Perform shelf reading assignments
- Shift and straighten materials as needed
- Process interlibrary loan items, both incoming and outgoing
- Participate in a variety of collection projects that include: relabeling items; shifting library materials from one location to another; weeding items and repairing damaged materials
- Use various methods, including e-mail, to maintain open communication
- Assist in keeping areas of the library clean and organized.
- Perform other tasks as assigned

To apply, please e-mail a resume and cover-letter addressing how your experience meets the position preferences, along with a completed [COEL application](#), to:

East Lansing Public Library  
Attention: Robert Chartrand, Circulation Supervisor  
[rchartr@cityofeastlansing.com](mailto:rchartr@cityofeastlansing.com)

**EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER**