

**Town of Manchester, Connecticut  
Manchester Public Library  
Library Page Application Supplement**

**Library Page List of Duties:**

- Accurately re-shelve library materials using the Dewey Decimal system and other call number schemes. This includes manipulating heavy books, bending to reach lower shelves and stretching to reach upper shelves. It also includes moving book-trucks of books from floor to floor by using the library book elevators/dumbwaiters, and shifting materials to accommodate space needs. It may include balancing on a step stool to reach high shelves.
- Locate and retrieve materials (books, magazines, newspapers, etc.) for Library staff when paged and directed by intercom.
- Shelf-read, which is to check for the correct alphabetical or numerical order of items on the shelf.
- Organize work assignments and be self-directed after completion of training.
- Complete additional tasks which may include checking in newspapers and preparing them for use by readers, delivering supplies to library service desks, depositing daily outgoing mail in a nearby mailbox, and other special assignments as needed.
- Perform other duties as assigned.

**Physical And Mental Effort/Environmental And Working Conditions:**

- Must be mobile and able to push, pull and lift objects up to 50 pounds. Able to walk and stand for prolonged periods and bend and stretch to reach high and low shelves. Able to perform manipulative tasks such as writing, shelving books and skills which require hand-eye coordination such as using a computer mouse and keyboard.
- Must be able to see objects closely, as in typing, filing or reading a document. Able to communicate effectively orally or in writing. Must be able to understand and follow oral or written instructions.
- Must be able to concentrate on fine detail with some interruption, attend to task for 45-60 minutes at a time and remember multiple assignments given over long periods of time.
- Must be able to work professionally with co-workers, supervisors, customers and the public at large.
- May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation from computer screens.

**Additional Information:**

- Education: completion of at least two years of high school.
- Library pages are limited to a maximum of 19 hours per week.
- If hired, pages will be required to provide a Social Security Card as part of the hiring process. Pages will not be able to work until this card is presented to the hiring supervisor.
- The Library generally does not hire pages for summer-only hours.

**Please print or type:**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

*- Over -*

**Location**

I am interested in working at *(please check all that apply)*:

- Mary Cheney Library     Adult/Reference Services     Children's Services
- Whiton Branch

**Hours**

Number of hours available to work per week (up to 19) \_\_\_\_\_  
 Least number of hours acceptable \_\_\_\_\_

**Availability**

Indicate the hours (times of day) you would generally be available to work each day:

*Library Open 9 a.m. to 9 p.m.* Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_

*Library Open 9 a.m. to 5 p.m.* Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

*Library Open 1 p.m. to 5 p.m. (October to April only)* Sunday \_\_\_\_\_

**Volunteer Work**

Please list any volunteer work that you have done. Include dates, type of volunteer work and the primary contact person and their phone number.

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**Job Related Information:**

List skills, training, experience, and/or any special interests you think would be an asset for the Library Page position.

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Before having completed, signed, and submitted this supplemental Library Page Application, I have read and understand the list of duties as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date