

**Title:** Student Library Page  
**Status:** Part-Time  
**Department:** Community and Cultural Services  
**Report To:** Branch Supervisor

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**SUMMARY OF POSITION:**

Reporting to the Branch Supervisor, assists Library Branch Staff in the shelving of library materials, general tidiness of the branch library, in the preparation of program crafts and other program tasks, as required.

**SUMMARY OF WORK PERFORMED:**

1. Assists staff in the shelving of all library materials.
2. As time permits, inspects shelves to ensure that all materials are in their proper order (shelf reads).
3. Assists the programming staff with the preparation of program materials or with help at the programs, as required.
4. Performs "light housekeeping" tasks, such as the dusting of shelves or program "clean-up", as required.

**QUALIFICATIONS:**

1. Minimum age requirement is 15 years.
2. Must be enrolled in a secondary school program.
3. Good communication skills.
4. Basic knowledge of a library setting.
5. Experience working with the public an asset.

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**Effective Date:** March 2004

**JD Code:** CCS-010