



## **EMPLOYMENT OPPORTUNITY AVAILABLE**

The Bloomfield Township Public Library is seeking a professional and resourceful Library Page to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services, and programs. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative team environment.

**POSITION TITLE:**            **Adult Services Page**

**DEPARTMENT:**            **Adult Services, reporting to Assistant Department Head**

**HOURS:**

Part-time, year-round, approximately 10-12 hours weekly, including evenings and weekends.

**WAGE & BENEFITS:**

\$9.90 per hour with increase possible upon successful completion of three month orientation period.

**REQUIREMENTS:**

**MINIMUM:**

- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner
- Able to visually review materials and discern vocal and audible tones
- Computer/keyboard experience

**DESIRABLE:**

- Public library work experience

**RESPONSIBILITIES:**

**DIRECT PUBLIC SERVICE:**

- Provides positive, pleasant professional services to staff and public
- Directs patrons to appropriate staff for assistance
- Retrieves materials for patrons and staff

**INDIRECT PUBLIC SERVICE:**

- Sorts and shelves materials
- Reads shelves to ensure accurate order so that materials can be found by patrons
- Follows direction of supervisor
- Assists in opening or closing of library
- Assists department staff before and after programs when needed
- Performs special assignments or duties as needed

**DUTIES MAY INCLUDE:**

- Shelving books in fiction section alphabetically by author's last name and by title under the author
- Shifting older magazines to the Magazine Storage room
- Pushing heavily loaded cart of materials from Circulation work area
- Straightening and shelving books in our HITS collection
- Shelving books in non-fiction by Dewey number and cutter (author) letters
- Shifting several ranges of books to make room for new materials
- Directing patrons to the appropriate desk for assistance
- Taking reading group books to Magazine Storage.
- Reading shelves to make sure materials are in order
- Photocopying flyers for public
- Filling notepaper and pencil holders at each computer terminal
- Cutting recycled paper into notepaper size
- Loading materials on to book carts
- Assisting staff at programs by handing out flyers, assisting presenters, and cleaning up
- Looking up books in circulation module for statistics

**APPLICATION, RESUME, COVER LETTER:**

Due Friday, January 10. A resume, cover letter, and a clerical skills test must accompany your application. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/)

Mail to: Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

OR email to [careers@btpl.org](mailto:careers@btpl.org)

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.  
For more information about the Library, visit our website: [www.btpl.org](http://www.btpl.org)*