

Oshkosh Public Library

POSITION DESCRIPTION

POSITION: Page
CLASSIFICATION: Page
DEPARTMENT: Technical Services
DATE: September 2020

GENERAL PURPOSE

This position is primarily responsible for processing of new material to be added to the library collection.

SUPERVISION: Reports to Head of Technical Services

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty / Responsibility	Performance Standards
<ul style="list-style-type: none">E-mails that have been returned because of incorrect e-mail addresses are forwarded to the appropriate library.	
<ul style="list-style-type: none">Processing of new materials - Following procedures for the various formats, this position does the physical processing of library materials so they are shelf-ready for circulation. This includes jacketing, taping, labeling, stamping, etc.	<ul style="list-style-type: none">Procedures are followed so material is processed in the appropriate manner.Materials marked as priority (on hold) are done before all other items.
<ul style="list-style-type: none">Mending - Using measures dependent upon the damage to the material, items are repaired when feasible. This includes gluing, new jackets, new cases for AV materials.	<ul style="list-style-type: none">Damaged materials are repaired so they are again available for circulation.
<ul style="list-style-type: none">Withdrawing - using the ILS software, materials are marked withdrawn and are physically marked as such	<ul style="list-style-type: none">Materials are withdrawn and taken to the dumpster for disposal or saved for the book sale

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Library policies, procedures and rules.
- Basic computer skills including data entry and word processing. Skill in the operation of software needed to perform the job includes library automated software and word processing software.
- Ability to prioritize tasks appropriately during busy periods and make effective use of slow periods.
- Ability to work independently with limited direct supervision; establish and maintain effective working relationships; process confidential materials with discretion.

- Ability to learn new technologies.
- Ability to remember various techniques needed to do finish processing.

REQUIRED EDUCATION AND/OR EXPERIENCE

- Must be at least 16 years old.

TOOLS AND EQUIPMENT USED

Personal computer, photocopy machine, printer and postage meter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for up to 4 hours; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as taking withdrawn books to the dumpster.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

September 2020