

**MILTON PUBLIC LIBRARY  
Main Library  
Position to be Filled**

**Position:** Student Page

**Qualifications:**

- Minimum Grade 8
- Ability to file accurately by numeric and alphabetic sequence
- Ability to work harmoniously with staff and patrons

**Location:** Circulation, Main Library

**General Duties:** See attached job description

**Starting Date:** ASAP

**Closing Date:** September 13, 2017

**Salary:** \$11.09 - \$11.72 per hour

**Hours of Work:** Up to an average of eight (8) hours per week (includes evening and weekends)

**Apply in Writing to:** Cyndi Duncan  
Financial & Human Resources Officer  
1010 Main St. East, Milton, ON L9T 6H7  
[cyndi.duncan@mpl.on.ca](mailto:cyndi.duncan@mpl.on.ca)

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**Successful applicants will be required to provide a Vulnerable Sector Screening Police Check.**

September 2017

**MILTON PUBLIC LIBRARY  
POSITION DESCRIPTION**

**POSITION:** Student Page

**AREA:** Circulation

**RESPONSIBLE TO:** Circulation Associate

**POSITIONS SUPERVISED:** None

**CLASSIFICATION:** N/A

**SCHEDULE:** Part time, including evenings and weekends

**QUALIFICATIONS:**

- Minimum Grade 8
- Ability to file accurately by numeric and alphabetic sequence
- Ability to interact harmoniously and courteously with the public and staff
- Ability to follow established procedures with accuracy and attention to detail

**POSITION SUMMARY:**

The Student Page inspects, sorts, and shelves library materials and maintains an orderly shelf appearance. The Student Page provides assistance in Information Services, Children's Services and Administration when required.

**DUTIES:**

1. Sorts and shelves all manner of library materials.
2. Inspects condition of items prior to shelving.
3. Maintains correct order of a designated area through regularly assigned shelf reading.
4. Removes items from book drop; checks audio visual cases for correct and complete contents.
5. Assists with children's programs as assigned.

6. Prepares art work and crafts for the Children's Department under the direction of the Children's Department staff as assigned.
7. Organizes back issues of newspapers and other information under direction of Information Services staff as assigned.
8. Tidies public areas on a daily basis.
9. Sets up Programming Room for meetings or programs as assigned.
10. Moves boxes or materials to other areas as assigned.
11. Performs other duties as assigned.

*-Revised December 2003*