



**Town of Billerica
Part-time Library Page (16hrs/week)**

Title: Library Page
Date: August 2023

Grade Level: Page
Department: Library

Job Description: The Town of Billerica seeks a friendly, dependable, independent, and detail-oriented candidate to serve as a library page. Library pages play a key role in keeping the library's collections organized and discoverable and assist with item retrieval.

Primary tasks include:

- Shelving books and non-print items according to the Dewey Decimal system
- Retrieving items for interlibrary loan
- Checking shelves for items presumed lost or missing
- Shelf reading assigned collection areas
- Keeping shelves and collections neat and clean
- Assisting with opening or closing the building

Qualifications: Must be 16 years of age or older. The successful candidate will have a proven track record of being able to work independently and experience demonstrating attention to detail. Must also enjoy working with the public.

Salary: \$15.00 per hour. This position is eligible for pro-rated paid time off.

Schedule: Schedule will include days, evenings, and weekends, with the preferred schedule being Mondays 5pm-9pm, Wednesdays 5pm-9pm, Fridays 1pm-5pm, and Saturdays 1pm-5pm. Saturday hours vary in the summer. Actual schedule is negotiable.

Apply to: Sharon Lomison, Supervisor of Circulation/ Billerica Public Library / 15 Concord Road / Billerica, MA 01821 / slomison@billericalibrary.org

Please include cover letter, resume and three references (PDF format preferred if submitting electronically).

Available: Immediately

Deadline for applications: Open until filled.

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer