



*Town of Cape Elizabeth
Job Description*

Title: Library Page	Classification: Entry level
Department: Thomas Memorial Library	Grade: n/a
Employment Status: Part-time (10 hours per week, variable schedule)	FSLA Status: non-exempt
Effective Date: 9/1/2026	

Scope of Work

The Library Page provides essential staff support for maintaining the library's physical collection. This entry-level role is responsible for shelving library materials, ensuring the collection remains in proper order, and identifying items that may require mending or replacement. This position is characterized by performing tasks within an established structure where assignments become more varied as experience is gained.

Supervision

Received: Librarians and Assistants

Exercised: None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.



- Shelf new and returned library materials, including books, media, and other items, according to established classification systems.
- Maintain shelf order and perform regular "shelf reading" to ensure all materials are in their correct locations.
- Assist in identifying materials that are damaged and may need mending, or those that have become worn and may need replacement.
- Check in and inspect returned materials.
- Provide basic staff support for library operations, which may include emptying bins, sorting materials for shipment or re-shelving, and assisting with opening/closing tasks such as turning on or off equipment.
- Maintain awareness of library activity and report any issues.
- Perform other related duties as assigned.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill.

Knowledge of:

Library operations and classification systems (e.g., Dewey Decimal).

Ability to:

Perform repetitive tasks with a high degree of accuracy and consistency; work a variable 10-hour per week schedule (including evenings and weekends).

Skill in:

Basic computer systems and technology.



Physical Demands

The physical demands described 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.

Ability to perform tasks involving physical movement, including lifting, carrying, shelving books, and pushing book carts.

This 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. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer