

CITY OF MARLBOROUGH

Marlborough, MA 01752

PUBLIC LIBRARY LIBRARY PAGE

The City of Marlborough is seeking to fill the part time (10 hours per week) position of Library Page at the Marlborough Public Library.

Posting Number:	AA23-10	Date Posted:	March 13, 2023
Weekly Hours:	10 hours per week	FLSA:	Non-Exempt
Hiring Rate:	\$15.00	Bargaining Unit:	Non-Union
Step Rate:	\$15.00 – \$	Location:	255 Main St./35 West Main St.

DEFINITION/PURPOSE

Responsible for shelving library materials and other collection-related tasks.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below 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.)

- Retrieve and empty bins of materials returned through the library's indoor and outdoor returns.
- Return library materials to shelves in correct order according to shelving standards for various types of materials using the Dewey Decimal System.
- Shift shelf contents when shelves become too tightly packed.
- Check shelves to make sure library materials are in order.
- Move library donations to sorting area.
- Assist with program setup and other related tasks.
- Light cleaning and maintenance tasks as assigned

To see the full job description: [Library Page](#)

Interested candidates should forward cover letter and resume to:

hrjobs@marlborough-ma.gov

Position will remain open until filled.