

## **Library Page, Part-time, Job Description**

### **Briarcliff Manor Public Library**

The Briarcliff Manor Public Library seeks a responsible, detail-oriented, energetic person for approximately 10 hours/week part-time, year-round employment at a friendly community library. Rate of pay is \$17.53 per hour.

Work includes:

- Sorting library items to be shelved,
- Accurately shelving items according to shelving rules (for ex: alphabetical by author or by Dewey Decimal Number),
- Keeping study tables and shelving neat,
- Completing special projects, as needed.

Abilities required:

- Focused and detail-oriented,
- Works independently,
- Courteous to patrons and staff,
- Able to lift books and push heavy cart,
- Available year-round during library hours.

### **Library Hours:**

Mondays 10-5

Tuesdays 10-5

Wednesdays 10-5

Thursdays 10-7

Fridays 10-5

Saturdays 10-5

Sundays closed

Please send cover letter and resume to Library Director, Kim Naples, at [director@briarcliffmanorlibrary.org](mailto:director@briarcliffmanorlibrary.org)

This position reports to the Library Director. Review of applicants will begin immediately and the position is open until filled.