



Lane Memorial Library  
2 Academy Avenue  
Hampton, New Hampshire 03842  
(603) 926-4729  
<http://www.hampton.lib.nh.us>

## Lane Memorial Library JOB OPPORTUNITY

The Lane Memorial Library is currently looking for two Library Pages for six hours a week. Work involves shelving books and other materials, checking that materials are in their appropriate places, and other library tasks as needed. Consistent attention to detail is a must.

### Skills/Qualifications:

The library page must be able to file materials within the appropriate classification scheme, particularly the Dewey Decimal Classification System. Instruction will be given in this.

- Ability to alphabetize and put things in numerical order.
- Ability to understand and follow oral and written instructions in English at an eighth (8th) grade level.
- Ability to learn routine library procedures.
- Ability to adhere to library policies and procedures, including dress code.
- Ability to work independently and thoroughly with a minimum of supervision.
- Minimum of 14 years old.

### Minimum Physical Qualifications

Must be able to:

- Push and pull library book trucks weighing up to 200 pounds across carpet.
- Stand for prolonged periods of time
- Bend and stretch to reach high and low shelves
- Lift and sort up to 50 pounds of library materials
- Maneuver a full book cart through the library stacks
- Read a computer screen at arm's length
- Listen and respond clearly to inquiries from patrons in the library

The current salary is \$7.25 an hour. Planned realignment of wages 11/22/21 to \$13.00/hour.

**Applications are available at both the circulation desks and must be submitted to Amanda Reynolds Cooper, Director, no later than October 8<sup>th</sup> 2021. Applications will be reviewed, and you will be contacted if an interview will be scheduled.**

**Lane Memorial Library is an Equal Opportunity Employer.**

ADA concerns: "The Library Page position may be performed with partial physical disabilities although the position is physically demanding and requires bending, lifting, and reaching. Persons with visual disabilities may have difficulty filing Library materials, although speech and hearing disabilities would present few problems. Intellectual impairment may not hamper performance where the ability to file quickly is present".  
—from OCLC Computer Library Center