



PAGE I

Do you love creating order out of chaos? Do you take pride in creating a tidy and welcoming environment? We are seeking a Page who enjoys working alongside friendly staff in accomplishing a variety of detail-oriented tasks. CPL is a dynamic library with a diverse patron base. Pages primarily help ensure materials are where our patron base can find them.

SCHEDULED HOURS AND COMPENSATION

- Twenty (20) hours per week, including evenings and weekends
- \$14.87-\$17.13 per hour
- Paid vacation accrual with one week of vacation available upon hire
- Annual sick leave allowance
- Paid holidays: nine official holidays, plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee

APPLICATION INFORMATION:

Only complete application packets (including a current [CPL application form](#), resume and cover letter) received or postmarked by **9:00 PM on Monday, February 9, 2026**, will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

FULL JOB DESCRIPTION

POSITION SUMMARY

Under the direct supervision of the Circulation Services Supervisor, the Page provides direct and indirect services to library patrons, primarily the check-in, shelving and retrieval of library materials. The nature of the work requires evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Accurately and efficiently checks in returned materials using the library's automated system.
 - Reviews returned materials for completeness and condition.
 - Resolves exceptions according to established practices and procedures.
- Maintains efficient Sorting Room order and regularly empties book drops and bins according to established schedule, or more frequently as directed.
- Places items in correct location on library carts, shelves, or other appropriate areas.

- Maintains established shelving quota and periodically performs shelf reading.
 - Corrects shelving errors as discovered.
- Assists with shifting materials as assigned.
- Provides guidance and/or training to volunteers or others who assist with shelving.
- Assists librarians with collection maintenance; monitoring shelf dates and updating status in ILS as assigned.
- According to established procedures, runs required hold reports and retrieves patron requests; packs and unpacks Interlibrary Loan (ILL) delivery items.
- Greets and assists patrons throughout the entire library, assessing patron needs and referring to appropriate staff as needed.
- Assists with programs and outreach; including set-up, clean up, staffing stations and providing general assistance as assigned.
- Maintains neat and orderly library appearance throughout each shift.
- Performs opening and closing library duties during corresponding shifts.

OTHER DUTIES AND RESPONSIBILITIES

- Assists in other Circulation Services workgroups as directed.
- Accepts special assignments or duties in support of the library's goals and objectives. Serves on workgroups/committees and participates in initiatives as assigned.
- Enforces library policies using a polite and professional approach and alerts appropriate staff member for assistance, completing interaction or incident reports as directed.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma.
- Ability to accurately sort and shelve alphabetically and numerically.
- Familiarity with Microsoft Office applications and common office equipment.
- Ability to understand and follow detailed written and verbal instructions.
- Ability to work independently without close supervision.
- Consistent display of public service attitude that reflects the library's values.
- Ability to maintain discretion in handling confidential library matters.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Prior experience in a public library or comparable customer service experience.

ESSENTIAL PHYSICAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.