



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 02347
Title PT Library Page
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Library Page is a part-time position that takes direction from Librarians. The Library Page will locate library materials, such as books, periodicals, and pictures for loan, and replace material in shelving area (stacks) or files, according to identification number and title. This position is an indirect service provider helping to maintain the availability of library materials by shelving books and other materials, reading the shelves, and organizing materials into their proper sequence. This work requires a general understanding of how a library is organized.

The staff member holding this position is responsible for re-shelving materials returned to and used in the library, putting materials in order – both alphabetically and according to the Dewey Decimal System, keeping shelves in order and neat, keeping the department tidy, and interacting with library patrons in a courteous, professional manner.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type

Part-Time

Salary Information

\$15.00 per hour

Shift

Hours will vary by week, to include nights and weekends

Weekly Hours

7

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: August 24, 2023

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698