



**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



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<b>Requisition#</b>	<b>02349</b>
<b>Title</b>	<b>PT Library Page</b>
<b>Department</b>	<b>Chester County Library</b>
<b>Location</b>	<b>450 Exton Square Parkway, Exton, PA</b>

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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.

This position is responsible for reshelving materials returned to and used in the library, putting materials in alphabetical and numerical order using decimal numbers, keeping shelves and public tables neat, emptying the outside book-drops on schedule throughout the day, 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**

10

**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](http://www.chesco.org); Job Inquiries: 610-344-6698