

Position Announcement: Stacks Page

Linda Hall Library, the nation's largest independent research library devoted to the support of research and scholarship in the fields of science, engineering, and technology, is taking applications for a part-time Stacks page (20 hours per week). Scholars, students, researchers, academic institutions, and businesses across the nation and around the world use the Library's collections to explore and increase knowledge.

Reporting to the Stacks Manager, the Stacks Page is responsible for providing efficient and reliable retrieval of library materials for patrons and staff, providing assistance on the Courtesy and Reference Support Desk.

Responsibilities:

- Pulling, shelving, and/or shifting library materials.
- Serving on the Courtesy and Reference Support desk.
- Assisting with special projects as assigned.
- Using the ILS for bibliographic searching and for recording statistical data.

Qualifications:

- High School diploma or degree equivalent.
- Basic PC skills.
- Demonstrated interest in learning library procedures, equipment skills, and reference techniques.
- Dependable, highly organized, detail-oriented, and able to complete assigned tasks with minimal supervision.

Working Conditions:

This position operates in a normal library environment. Requires lifting, handling, gripping, carrying, manipulating and examining books and bound volumes ranging in weight from 3 to 40 pounds; repetitive overhead reaching to return or remove volumes from shelves; pushing/maneuvering book trucks and use of a step stool. This position requires movement between floors and departments within the library, and standing or sitting for extended periods.

Review of applications will begin immediately and continue until the position is filled. To apply, please submit an application (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to personnel@lindahall.org .

Linda Hall Library is an "Equal Opportunity Employer M/F/D/V."