

# Lac La Biche County Libraries



Has an opening for a

## **Library Page – Part –Time (High School Student)**

Shifts may include day, evening, and weekend work at Stuart Macpherson Branch of the Lac La Biche County Libraries totaling a maximum of 10 hours per week.

Duties include:

- Receives book donations and thanks our library members
- Answers public inquiries in phone and in person
- Assists library members with computer usage
- Assists library members in search for library materials
- Shelf reads the library collection as required
- Shelves all library materials in an accurate manner
- Assists in support activities as assigned for day to day library operations
- Updates the booking spreadsheet daily
- Works on monthly reports

If you are interested in the position, please send your resume and cover letter in strict confidence to the following e-mail address [director@lbcl.ca](mailto:director@lbcl.ca).

**This competition will remain open until Friday, July 23<sup>rd</sup>, 2018**