Position Announcement: Stacks Page

The Linda Hall Library, one of the world’s foremost independent research libraries devoted to the support of research and scholarship in the fields of science, engineering, and technology, is seeking applicants with the knowledge, skills, and patience needed for a Stacks Page.

Reporting to the Head of Stacks, the Stacks Page will be responsible for the retrieval and maintenance of library materials. This individual will also be responsible for receiving deliveries and assisting with special projects.

Responsibilities:
• Pulling, shelving, and maintenance of library materials.
• Retrieval of deliveries and vendor calls to dock.
• Assisting with special projects as assigned.
• Using the ILS for bibliographic searching.

Qualifications and Essential Skills:
• 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.
• Ability to provide excellent customer service.
• Ability to function effectively in a team environment.
• Flexibility and the capacity to embrace change in a dynamic and evolving organization.
• Facility for cross-departmental communications and cooperation.

Work Conditions:
• Work is performed in a normal library environment.
• Lifting, handling, gripping, carrying, manipulating, and examining books and bound volumes ranging in weight from 3 to 40 pounds.
• Repetitive overhead reaching, bending, and stooping to return or remove volumes from shelves.
• Pushing and maneuvering book trucks.
• Use of a step stool and library ladder.
• Movement between floors and departments within the library.
• Standing or sitting for extended periods.

To apply please submit an application (available at 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.”