

## Page Employment

**Applications:** are accepted continuously. They will be kept on active file for one year from the date it is received. Applicants who are not contacted concerning a job opening are encouraged to re-submit an application after this time period.

**Eligibility:** page positions are open to high school and college students as well as other interested applicants, minimum age 16. Priority will be given to North Babylon School District residents.

**Hiring:** is done by the Business Office. When a vacancy occurs, the Page Supervisor will request approval of the Library Director to seek a replacement staff member. Based on applications, the Page Supervisor will invite selected individuals to interview for the position. The library will seek to hire the best candidates; no promise of employment is made based on receiving an application, nor on the order in which an application is received. Before a selected candidate is scheduled for employment, it is necessary to furnish his/her social security number, work permit/working papers (if necessary), a completed W-4 withholding form and a completed I-9 form for status of citizenship.

**Training:** is supplied by the Page Supervisor. The Business Office and Page Supervisor will provide all the necessary forms and preliminary information to the page upon employment, including schedule, procedures, a copy of the Page Handbook, and any other pertinent information. Continuous training and evaluation are to be expected.

**Substitutes:** a substitute list of pages may be maintained at the discretion of the page supervisor. These substitutes may be called in as necessary to cover for illnesses, vacations, etc.

## Page Application

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_

List any library experience and/or special skills that you may have:

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What qualifies you to be a page? (Sell yourself!)

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References: (Do not give relatives or students. Librarians and teachers personally acquainted with your work are preferred. Applications without references will not be considered.)

Name	address	occupation	phone
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Name	address	occupation	phone
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Please list all previous employment

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Shelving Aptitude Test

All fiction books are shelved alphabetically by the author's last name, then by first name. If there is more than one book by the same author, the books are then shelved alphabetically by title. Please arrange the following books in the order they should appear on the shelf.

Author	Title
Steel, Danielle	Family Album
Stewart, Mary	The Crystal Cave
Steel, Danielle	The Ring
Steel, Danielle	Daddy
Steel, Adam	The Vikings

Author	Title
1.	-
2.	-
3.	-
4.	-
5.	-

All last names that start with "Mc" are to be shelved as if they were spelled "Mac". "The", "a", and "an", when they are the first word in a title, are ignored when shelving by title. Please arrange the following books in the order they should appear on the shelf.

Author	Title
MacDonald, John	The Lonely Silver Rain
McDonald, Gregory	Fletch
MacDonald, John	The Good Old Stuff
Maas, Peter	Made in America
MacDonald, John	Cinnamon Skin

Author	Title
1.	-
2.	-
3.	-
4.	-
5.	-

All non-fiction books are shelved numerically by call number; all books with the same call number are further arranged alphabetically by author and then by title. Please arrange the following books in the order they should appear on the shelf.

Call Number	Author	Title
808.81	Brewton, John	Index to Children's Poetry
808.8021	Higher, Gilbert	The Classical Tradition
808.5	Allen, Steve	How to Make a Speech
808.802	Logasa, Hannah	Index to Short Plays
808.802	Logasa, Hannah	Index to One Act Plays

  

Call Number	Author	Title
1.	-	-
2.	-	-
3.	-	-
4.	-	-
5.	-	-

Magazines, newspapers and microfilm are shelved alphabetically by periodical title, then in date order. Please arrange the following books in the order they should appear on the shelf.

	Title	Date
1.	Newsweek	April 22, 2001
2.	New Republic	April 23, 2001
3.	Long Island Magazine	May 2001
4.	Newsweek	April 15, 2001
5.	National Review	April 15, 2001

  

	Title	Date
1.	-	-
2.	-	-
3.	-	-
4.	-	-
5.	-	-

Biographies are shelved alphabetically by the subject's name (last, first). The subject's name is on the spine label of the book with the letter "B" above it. Please arrange the following books in the order they should appear on the shelf.

	B Roosevelt	B Robinson	B Rosenberg	B Rogers	B Roosenburg
1.	2.	3.	4.	5.	