

North Babylon Public Library Page Handbook

Welcome to the North Babylon Public Library! Our mission is to provide cost effective library services to the members of the North Babylon community. Library pages are one of the most crucial jobs at the library. Your responsibilities as a page include sorting and shelving all the various types of materials in the library. You will be responsible for straightening up the library and its shelves, as well as shelf reading. You may also be asked to assist the librarians and other staff with special projects.

Rules and Regulations

The Library has a set of rules and regulations that guide the staff that are called policies. You are expected to adhere to the library's policies. All new library rules or policies will be sent to you through email. Paper copies will also be posted on the page bulletin board. Failure to abide by library policies can result in disciplinary actions up to, and including, termination of employment.

Work Schedules

The page supervisor will create your work schedule for each month. Your work schedule will be shared through Google Sheets. Sunday shifts are optional and double pay. If your schedule needs to be changed in any way please alert the page supervisor as soon as possible. If you are sick and need to call out of a shift please do so as soon as possible to the page supervisor, if you can not reach the page supervisor you must call the library. If you miss a shift and do not contact the page supervisor you will be marked as a no-call, no-show. After 3 missed shifts without contacting the page supervisor your employment can be terminated by the library.

Library Holidays

The Library will be closed on the following holidays: New Years Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Juneteenth,

Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. The Library will close at 1 pm on New Years Eve. You will not be paid for scheduled library holidays, but you may request the page supervisor's permission to make up the hours lost on another work day. You will be notified of any other closings, for example snow days, through the page supervisor. Should you be scheduled for work when the library is closed unexpectedly, you will be paid for those hours.

The Time Clock

All staff must punch in and out for all shifts on the library's time clock, located in the circulation office. Punching in and out for another employee or asking another employee to punch in or out for you with your time card is not allowed. You will be given a 6 minute grace period to punch in for each shift. Punching in after 7 minutes will result in your time being docked. You should try to be as punctual as possible and not arrive late to your scheduled shift.

Work Breaks

If you work four hours or more, you are guaranteed a paid fifteen minute break. If you work less than four hours, you are not given a break. You must punch in and out for your break. You may take your break in the library's break room, but you are not allowed to spend time in the library's break room unless you are on your work break.

Lockers and Mailboxes

You will be supplied both a locker and a lock by the library. Please keep your belongings in your locker. If you forget your combination the library's office can assist you. You will also be given a mailbox. Any time slips or important memos will be left in your mailbox. Please check your mailbox on a regular basis.

Dress Code

You will be assigned a library page lanyard and badge to be worn while you are working. There will be backup lanyards and badges in the page locker in the library's break room. The library's dress code states "it is expected that all staff come to work dressed appropriately for their responsibilities". Extremely brief garments such as short shorts or skirts and see-through garments are not appropriate. Exposed midriffs are not permitted. Hats or headgear are not permitted except for a medical or religious purpose. Do not wear items that are vulgar, obscene, libelous or denigrate others (due to race, color, religion, creed, national origin, gender, sexual orientation, disability, etc.), or promote or endorse the use of alcohol, tobacco, or illegal drugs, or encourage other illegal or violent activities. Open-toed shoes are not permitted in any form for your safety.

Cell Phone Usage

Texting or general use of cell phones on the public floor is not permitted. In an emergency we request that you move to a non-public area of the library to respond to a text or phone call.

Salary and Paychecks

All salaries are paid on alternate Fridays through direct deposit. You may pick up your pay-stub in the business office or have it mailed to your home. If you have any issues or questions about your paycheck please don't hesitate to contact the page supervisor.

Library Safety

You are only permitted in the non-public areas of the library while you are actively working, and at no time are you permitted to bring non-staff members into these areas. The library has a dumbwaiter that is used only for transporting materials. For safety reasons you can not enter or ride in the dumbwaiter. If you have any accident on the job, you must report it to the page supervisor or the Librarian-in-Charge.

Page Duties and Responsibilities

Shelving Materials

The major responsibility for pages is returning library materials to their proper places. When you shelve a book make sure to straighten up the rest of the area around the book. If you find anything out of order, please make sure to fix it before moving on. If you have any questions about a book or where it should be shelved don't hesitate to ask a librarian.

Shelf-Reading

Every member of the page staff will be responsible for shelf-reading to keep all the library's materials in order. You should spend one half hour per day reading the shelves. As you shelf-read make sure to remove any damaged materials you may find. After each shelf-reading session please log the sections on the clipboard hanging from the page bulletin board.

Evening Closing Duties

The library's closing procedures should begin at 7:30 pm on Monday-Friday and 4:30 pm on Saturdays and Sundays. When closing you are expected to go around the library and clean up any books or materials left out. You should also straighten up and organize up the toys in the children's room. Please make sure to push in chairs and ensure the library is clean and in order for the next day.

Tasks Outside Page Responsibilities

You are expected to perform only the tasks assigned to your position. If you encounter a situation or task that you are unsure about or that appears to fall outside your responsibilities, please notify your supervisor or a librarian. Some examples include but are not limited to: checking out or in books, helping patrons on the computers and answering questions about books or authors.

Terminations and Resignations

Pages may be terminated from employment for violating library policies. Should you decide to end your employment with the Library you are required to give a signed letter to the page supervisor with the date of your last shift.

Board approved on 6/16/26