



**Freedom to Belong and Discover**

**Please send application to [recruit@hpl.ca](mailto:recruit@hpl.ca) by 11:59 PM on Thursday, April 16, 2026. Please quote job title, department or location, and position number.**

<b>JOB TITLE:</b>	Library Page
<b>Salary:</b>	\$20.11 Hourly
<b>POSITION STATUS:</b>	Permanent, Part Time
<b>VACANCY STATUS:</b>	Vacancy
<b>POSITION #:</b>	8944
<b>LOCATION:</b>	Sherwood and Concession
<b>START DATE:</b>	As soon as possible.
<b>SCHEDULE:</b>	Up to 20 hours per week, days, evenings and weekends

**JOB SUMMARY:**

Reports to the Supervisor or Designate; Material handling including – shelving materials, shelf reading material for holds pulling, checking in material; Performs clerical duties associated with the operation of the department as assigned by supervisor.

**JOB DUTIES:**

Library Page Staff may perform duties as outlined below from the following list as well as other duties as assigned. All work is performed under the direction of the Supervisor, Manager or designate.

- Empty the drop box and sorter bins
- Shelf library materials; remove materials that are in poor condition
- Shift and shelf-read collections as assigned, ensure shelves are neat
- Perform shelf checks; retrieve specific materials as requested; label as required
- Pull materials from shelves using a list (e.g., Trace Report, Request Pull List, etc.)
- Generate and add hold wrappers to items

- Check-in and check-out of library materials as required
- Perform routine tasks related to processing, maintenance and discarding of library materials (e.g. add bar codes, RFID tags, replace packaging)
- Prepare for distribution, pack/unpack/ sort library materials, including delivery
- Perform tasks related to the routine operation and maintenance of library equipment and facilities (e.g., cleaning photocopiers, adding paper to printers)
- Perform minor mends and generally maintain library materials
  
- Word processing from copy
- Perform routine checking and transcribing of information
- Photocopy and/or laminate materials
- Assist in the preparation and distribution of materials and the set-up for displays and/or programs (e.g. Photocopy and/or laminate material, record simple statistical information)
- Assist with room set up for programs
- Distribute materials in the Library and in the community
- Perform routine filing task
- Assist with programming, surveys
- Answer switchboard and/or telephone, take or refer messages and place calls as directed
  - Light Cleaning:
    - Tidy library, pick up materials, toys, and garbage; straighten shelves and book displays; turn off specific equipment
    - Light cleaning as assigned e.g. dishes in staff room
- Perform other simple routine tasks as assigned.

## **QUALIFICATIONS/EXPERIENCE:**

- 14 years of age or older
- Must have completed Grade 8
- Relevant material handling experience and working knowledge of basic computer applications preferred

## **COMPETENCIES/KNOWLEDGE/SKILLS:**

- Demonstrates skill in communicating, and active listening [Communication skills]
- Displays a strong commitment to service excellence at their level [Approach to work]
- Displays a commitment to remain current with the library's policies and procedures, and related general and job-specific knowledge [Approach to Work]
- Effectively demonstrates knowledge of shelf reading and accuracy in tasks [Technical Skills/Quality of Work]
- Prioritizes activities and works effectively independently, as part of a team; achieves or surpasses goals set by supervisor [Approach to Work/Quantity of Work]

## LEGISLATIVE REQUIREMENTS:

Works in accordance with all applicable Ontario Public Library, Privacy, Occupational Health and Safety, Employment Standards, Human Rights, AODA, Labour Relations and Pay Equity legislation and all other relevant legislation

## ORGANIZATIONAL REQUIREMENTS:

- A Criminal Record and Judicial Matters Check is required
- Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.
- HPL employees and users of HPL cloud-based applications are required to use Multi- Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.
- Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.
- Applicants who are successful for a position will have a maximum of 72 hours to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

## PHYSICAL REQUIREMENTS:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment

## HOW TO APPLY:

- Please submit your application to [recruit@hpl.ca](mailto:recruit@hpl.ca) or drop off your resume at the location
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment.  
We respect the confidentiality of applicants and check references near the final

stages of the selection process.

- It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal.
- We thank all applicants who apply, however only applicants considered for interviews will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require accommodation.