



Guelph Public Library

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Job POSTING #26-August

Title: PT Page

Department: Guelph Public Library

Supervisor: Branch Supervisor

Employee group: Union (CUPE)

Job Grade: Page

Hours: 5-15 hours per week (includes evenings, may also include some daytime hours, weekends – Saturday and Sundays)

Job Summary:

Pages work in a variety of departments and locations. They are responsible for collection maintenance and supporting specific department duties.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

Department Specific Duties

- Check and return library materials to appropriate locations
- Assist in the care and maintenance of library materials
- Shelf read library materials to ensure proper shelf order
- Assist in charging library materials in and out
- Assist in maintaining library records
- Assist in maintaining:
 - i. an inviting and orderly library environment
 - ii. Prompt and efficient customer service at all service desks
- Perform other duties

Reporting Relationship: Branch Supervisor

Qualifications:

A. Education

- Minimum completion of grade 9

B. Experience

- Experience in a public library or in a customer service position is preferable

C. Skills

- Excellent verbal and written communication skills in a variety of communication channels.

D. Other

- Ability to work independently and co-operatively on a team
- Ability to perform physical work, bend, reach, and lift up to 25kg

Posting start date: August 13, 2026,

Posting end date: August 21, 2026, **5 pm EST**

Wage: \$16.60 to 17.60 per hour

Please apply using our online application form found [here](#), please be sure to include which branches you are able to work at along with your availability to work. We keep applications on file for six (6) months and will contact those who are selected for interviews.

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.

The Guelph Public Library is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact us to make your needs known in advance.