

**Circulation Department Page
Ela Area Public Library District**

The Ela Area Public Library in Lake Zurich, IL has an opening for a Circulation Department Page.

Responsibilities include:

- Assisting staff in emptying bins of incoming returns
- Sorting incoming materials onto appropriate carts and shelves
- Setting up bins for RBP distribution and filling bins from book carts and sorting shelves
- Bundling materials for RPB distribution
- Checking in ILL materials and processing Hold items
- Other duties as assigned

Position Hours: 10-12 hours per week

Pay: \$12.50 per hour

Please **complete the PDF application**, save it to your computer, and email it to apply@eapl.org for consideration.

The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.