

Friends Of the Racine Public Library High School Volunteer Duties

Check in with the Tricia, the Booktique Manager, and say hi to the other volunteers.

Free Cart Duties

- Create FREE stickers. Use colored rectangular stickers and clearly print FREE on each using a black or blue pen.
- Label books to be placed on the FREE cart by applying a FREE sticker on the lower spine of each book. If that is not possible, place the sticker on the front of the book or item.
- Arrange the items on the FREE cart by content: non-fiction on one shelf, fiction on another, children's grouped together; crafts and larger books/items go on the bottom.
- Move the cart to the outer lobby of the library (make sure the cart has the "Free Books" sign on the end of the cart. Place the cart perpendicular to the inner glass wall.)

Games and Puzzles

- Check that all pieces of a game are in the box (read the cover or instructions for this information). If pieces are missing, consult Luan, Tricia or another volunteer at the table for instructions. For example, these might get put on the Free cart or combined with another game).
- If the puzzle pieces can easily be counted (200 or fewer), count and verify all the pieces are there.
- Lightly tape shut the boxes on two sides using blue tape.
- Place price stickers on each item:
Games: used game - \$1 brand new game - \$3
Puzzles: under 500 pieces - \$2 500 - 999 pieces \$3 1000+ pieces - \$4

Young Adult (YA) Section

- Check the YA section to make sure the books are in alphabetical order by author. Adjust accordingly if they are not.
- If there is room on the shelves, add additional books. Ask Tricia or Kate where to find these additional YA books.

Cardboard and recycled books disposal

- 10 minutes before leaving, break down any boxes to be disposed of.
- Take these boxes to the trash room and place in the assigned area. See Tricia for instructions.

Special Projects

You may be directed to other duties depending on the needs of the Booktique. For example, when getting ready for a book sale, the priorities shift and so may your duties.