

TLC Behind the Scenes Volunteers

What do I do?

Shelf Reading/ Edging/ Shifting

- Shelf reading means that you are verifying books are on the shelves in correct order
- Edging means pulling the books out to the front of the shelf
- Shifting means moving books so they are equally spread out on the shelves

Keep track of where you start and stop shelf reading and put it in the Volunteer Log!

Pulling Books

Using lists to pull specific books from the shelves for librarians to process. Lists will be on reference shelf next to the Volunteer Log. If you feel you need a cart, ask the circulation staff to borrow one. **YOU MUST RETURN THE CART TO CIRCULATION AFTER YOUR SHIFT.** After pulling books bring to the children's desk or to the reference desk and ask the reference librarian to put the books on the orange cart for Jen. When you finish a page on the list, place it in the Books Pulled folder.

- Grubby Items: Books that have been checked out a lot so may be damaged.
 - Find books on list and inspect them. If they are damaged or look bad, bring them to the reference desk or children's desk for librarians to assess.
- Dead Items: Books that have not been checked out for 3 years or more.
 - Find books on this list and return to the reference desk or children's desk

Make Labels for End of Shelving

Create labels for the end of aisles in adult nonfiction and adult fiction sections.

Craft Prep

The Children's Room will sometimes need help preparing for craft programs.

Creating Booklists

Creating booklists, such as readalikes for titles (If you liked Divergent, try this), Middle School friendly reads, etc.

If you are on the Review Committee you may work on reading/watching/listening to material and write about it during your volunteer shift.

Shelving

Returning books to where they belong on the shelf. Only do this if asked to.