

**BANDON LIBRARY FRIENDS AND FOUNDATION  
(BLFF)  
VOLUNTEER POSITION DESCRIPTION**

**1. Position Title**

BLFF Book Sales  
Never-Ending Book Sale (NEBS) Stocker Volunteer

**2. Work Location**

Work is performed at the Bandon Library. Never-Ending Sale books and other media are processed and stored in library office space. NEBS shelves are located at the entrance to the library.

**3. Purpose of the Position**

The NEBS Stocker Volunteer is responsible for keeping the Never-Ending Book Sale shelves in the library fully stocked, organized and tidy using specific books and other materials sorted for that purpose.

**4. Responsibilities and Duties**

- Review the NEBS shelves to determine types and topics of books to restock.
- Review NEBS shelves for books that have not moved for some time and replace them.
- Using designated book and media bins, select sufficient materials to restock the NEBS shelves.
- Communicate with Book Sorters to suggest desirable book and media selections based on your restocking observations.

**5. Qualifications**

- An organized and detail-oriented person who wishes to promote and support the mission and goals of the Bandon Library Friends and Foundation.
- Ability to spend one to two hours weekly at the library.
- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.

**6. Commitment Expected**

In the past, about 2-3 hours weekly spread among all NEBS volunteers was required to keep the shelves stocked and tidy. A time commitment of at least 1 hour weekly on a consistent day of the week is requested from each NEBS volunteer. NEBS shelves should be stocked at least twice weekly (preferably Wednesdays and Fridays). A “job-sharing” arrangement where the commitment might be only once or twice per month may be arranged if more volunteers could be found.

**7. Training**

- BLFF Book Sale Chair will train the volunteer in the NEBS stocking process.
- Written documentation for the processing of books.