

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

1. Position Title

BLFF Book Sales
Book Sorting Volunteers

2. Work Location

Most work is performed at the library. Bandon Library provides space in the library office area. Books are processed in that area. Books are stored in storage closets at the library. Computers and Internet access are available at the library.

3. Purpose of the Position

The Book Sorting Volunteers are responsible for reviewing all books and other media donated to BLFF and determining the price category of each item and deciding in which sale (Holiday, Summer or Never-Ending) each should be placed. Sorters are also responsible for boxing, labeling, sending to storage and keeping/updating records of stored items for each type of sale.

The position is actually three distinct assignments that are performed by one or more people depending on volunteer availability. Ideally, at least 5 volunteers are spending a total of 10 hours weekly on the book sorting process.

- Book Researcher and Pricer - Volunteer 1
- Book Sorting - Volunteer 2
- Book Sorting and Packer - Volunteer 3 (this can be 1 to 3 people)

4. Responsibilities and Duties

Book Researcher and Pricer Volunteer 1

- Review all books and other media donated to identify and research prices for books and other media that seem unusual, valuable or special in some way.

Book Sorting Volunteer 2

- Review books and other media donated and decide which book sale to include it in (Never-ending, Holiday or Summer).
- Determine the price category of each item
- Decide if books should be placed in boxes for the exchange or if they should be recycled or deemed unsellable (e.g. out-of-date, moldy, dirty or malodorous).

Book Sorting and Packer Volunteer 3 (this can be 1 to 3 people)

- Sort, categorize, and otherwise prepare all books and electronic items for sales, including records, audio books, videotapes, CDs, and DVDs.
- Box and label books and other media according to the topics and types established for book sales (i.e., art, westerns, mystery, children's, non-fiction, general fiction, reference, science fiction, etc.)
- Store or arrange for storage of Holiday and Summer Book Sale boxes.
- Keep a count of boxes on a summary chart of the books and electronic items sorted and stored for book sales.

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 1-3 hours each week at the library going through donated books.
- The ability to maintain contact, via phone and email, with the sorting team, BLFF members and BLFF Board members.

Book Researcher and Pricer:

- Comfortable with computer-based research about books and pricing.
- Able to research and understand the community's tastes in books.
- Have an ongoing knowledge of book store pricing so Better Books can be priced at 1/4-1/2 local book store pricing.

6. Commitment Expected

In the past, about 10 hours weekly spread among all Book Sorter volunteers was required to keep up with the volume of donated books. A time commitment of 1-3 hours weekly is requested from each Book Sorter volunteer. If possible, participation in the setup and teardown/re-boxing for book sales (2-3 hours twice yearly) is requested.

7. Training

- BLFF Book Sale Chair will train the volunteer in the book sorting process.
- Written documentation for the processing of books and the conduct of sales is available.

8. Other

None