

Library Volunteer To Do List

Library Volunteers are scheduled for one week at a time and are asked to come in at least once during their scheduled week to complete tasks.

1. Re-shelve books from **“return basket”**
 - a. Get checkout card from black file box
 - b. Place card in book
 - c. Return book to appropriate place on shelf
 - d. Go thru checkout cards in file. If there are books checked out longer than 2 months, call the patron to remind them that they still have the book and ask if they would like to recheck it.
DVD’s and cd’s are checked-out for only 2 weeks then must be re-checked or returned.

2. Perform shelf checks
 - a. Pick a shelf or two to work on and scan each book to make sure each is shelved in the proper location.

3. Make sure library is neat and tidy – a nice place to be
 - a. Straighten book shelves, pulling the books to the outer edge of the shelf.
 - b. Make sure all books are upright adding book ends when needed.

4. Using the black check-out box, count the number of cd’s, dvd’s, vhs, tapes and books that are checked out and log it on the tracking sheet located on the shelf behind the library door.