



Friends of the Hunterdon County Library (FOHCL)

2018 Book Sale Volunteer Opportunities

The FOHCL Book Sale is our biggest fundraiser and a valuable community event. It wouldn't be possible without our dedicated volunteers! Thanks for supporting our 22nd Book Sale! We look forward to seeing you!

Please be sure to renew your 2018-2019 FOHCL membership in order to volunteer. FOHCL membership is free to Student Volunteers through High School.

Note: Book dealers and book resellers are not permitted to volunteer.

The 2018 Book Sale Volunteer Form is included as a separate enclosure. Submit one completed form for each volunteer making sure both sides of the form are filled in.

Job descriptions for each volunteer opportunity are included on the back of this page. Please read the job descriptions and both sides of the entire form before completing. Please mark with an "X" items that are your volunteer interest and make note of the date, time and place of your volunteering. We suggest you make a copy of your form before submitting. All efforts are made to assign you according to your indicated preferences. Note: there may be times when volunteers are temporarily assigned to other jobs on a short-term basis as needed.

Upon arrival, all volunteers must sign-in and report to the shift supervisor for instructions/training.

Book Sale weekend volunteers: You will be notified via email about a week before the sale of your volunteer assignment and general instructions. Please bring your own calculator if assigned as a cashier.

Please complete both sides of the volunteer form and return as soon as possible by mailing the completed form to Jackie Cady, 75 Jefferson Court, Flemington, NJ 08822. Be sure to include your email. Questions: Call Jackie at 908-284-9898 or email questions to fohclfriends@gmail.com

REMINDER: You should be a current FOHCL member to volunteer!

Benefits of FOHCL membership include: Support of FOHCL; FOHCL insurance coverage during volunteer efforts; Early Bird Admission sale entry and volunteer pre-sale purchase opportunities!



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2018 FOHCL Book Sale Job Descriptions (Revised 1/17)

Abbreviations:

- **HQ** = Headquarters Library, Rt. 12, Flemington
- **NCB** = North County Branch Library, Clinton
- **SCB** = South County Branch Library, Rt. 179, Lambertville
- **SCP** = South County Park, Grange Building, Rte. 179, Lambertville

Set-Up SCP Before Sorting Begins - Volunteers prepare SCP Grange Building for book drives, sorting and book sale. Set-up activities include transporting materials from rental unit and HQ, unloading and setting up of tables, shelves, banners, boxes, signs and all other supplies.

Book Drives at SCP - Volunteers help direct traffic flow, unload cars and sort and pack donations for future sorting and sales set-up.

Book Sorting at NCB - Sort and pack books donated at North County Branch Library for transport to South County Park.

Book Sorting and Sales Set-Up - Schedule is flexible, volunteer for a few hours, days or every day. Volunteers sort books into identified categories, organize books on the sale tables and pack books into boxes for display and purchase.

Library Book Pick-Up - Volunteers transport donations from the library collection areas to South County Park. Some packing and lifting of boxes is involved. A van or truck is helpful, but not required. Check the library most convenient for you. You will be contacted to schedule this activity.

Preview Sale * - Volunteers provide general assistance to Preview Sale customers which includes carrying books to assigned book parking areas, counting books for purchase, restocking books to tables, and helping customers load their cars with their purchases.

Book Sale Weekend* Job Descriptions:

Cashier - Collect payment for customer purchases as calculated on their sales slip by book counters

Book Counter - Count items being purchased and calculate appropriate total amount due on sales sheet for cashier to collect payment

Table Restocking - Restock unpurchased items to correct categories during sale hours

Porter - Assist with transfer and loading of large purchases

Traffic - Direct traffic and assist in parking lots

Book Sale Clean Up - Volunteers break down tables and shelves, transport supplies back to storage unit and HQ, assist in disposal of left over books, clean up and restore SCP Grange Building and grounds to good condition before departure.

***Note:** Volunteers working assigned shifts on Preview Sale Day (4/27), Book Sale Days (4/28 & 4/29), and Bag Sale Day (4/30) may not shop or purchase during their assigned work shifts.