



**Friends of the Hunterdon County Library (FOHCL)**

## **2019 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 23<sup>rd</sup> Annual Used Book Sale! We look forward to seeing you!**

Please be sure to renew your 2019-2020 FOHCL membership and volunteer. FOHCL membership is free to Student Volunteers through undergraduate college.

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

**The 2019 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 Volunteer 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 Volunteer Greeter for instructions/training.

Book Sale weekend volunteers: If you volunteer for the weekend Book Sale days, 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.

Book Drive, Sorting, Set-Up and Clean-Up volunteers will receive no further confirmation regarding their volunteer assignments

**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. Volunteer Questions: Call Jackie at 908-284-9898 if there is a question about volunteering or about the form. Other questions: email [fohclfriends@gmail.com](mailto:fohclfriends@gmail.com)**

**Thank you for renewing your current FOHCL membership and for volunteering!**

Benefits of FOHCL membership include: Support of FOHCL; FOHCL insurance coverage during volunteer efforts; Early Bird Admission to the Saturday morning sale and the opportunity to purchase while volunteering before the sale begins!



## Friends of the Hunterdon County Library (FOHCL)

### 2019 FOHCL Book Sale Job Descriptions (Revised 1/19)

#### Abbreviations:

- **HQ** = Headquarters Library, 314 State Route 12, Flemington
- **NCB** = North County Branch Library, 65 Halstead Street, Clinton
- **SCB** = South County Branch Library, 1108 Old York Road, East Amwell
- **SCP** = South County Park, Fairgrounds, Grange Building, Route 179, Lambertville

**SCP Set-Up Before SCP 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. FOHCL uses an insured rental truck driven by FOHCL volunteers to transport between SCP and rental unit and HQ.

**SCP Book Drives** – Book Drive Activities, which include unloading cars, packing donations, lifting and stacking boxes, are the highest priority during book drives. Sorting is not a priority and sorting support (trash/recycle pick-up, table management, and box recycling) may not be available during book drives.

**NCB Book Sorting** - Sort and pack items donated at North County Branch Library for transport to South County Park. Schedule is flexible. Volunteer for a few hours, few days, or every day at NCB. NCB sorting occurs only for one week.

**SCP Book Sorting and Sales Set-Up** – Schedule is flexible, volunteer for a few hours, few days or every day. Volunteers sort donated items into identified categories, organize sale tables for item display and pack additional sale items into boxes for display below sale tables.

**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 by the lead coordinator for Library Pick-Up to schedule this activity.

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

#### **SCP Book Sale Weekend\* Job Descriptions:**

**Book Counter** - Count items being purchased and calculate on the sales slip the correct total amount due so cashier can collect payment

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

**Table Restocking** - Restock unpurchased items to correct categories during sale hours; restock the sales tables with additional books from boxes stored under the tables when table space needs filling

**Porter** - Assist with transfer and loading of large purchases

**Traffic** - Direct traffic and assist in parking lots.

**SCP Book Sale Clean Up** - Volunteers break down tables and shelves, transport supplies back to storage unit and HQ in an insured rental truck driven by FOHCL volunteers, assist in disposal of left over books, clean up and restore SCP Grange Building and grounds to good condition before departure. Clean up begins after the Bag Sale closing time.

**\*Note:** Volunteers working assigned shifts on Preview Sale Day (4/26), Book Sale Days (4/27 & 4/28), and Bag Sale Day (4/29) may not shop or purchase during their assigned work shifts.