

# Volunteer Task List

(Please check the volunteer folder first to see if there are any priority tasks that need to be done. Thanks!)

- Shelf Reading - check shelves for accuracy, straighten books by pulling them out towards the edge and making them level, check behind books to make sure nothing has fallen in the back of the shelf
- Book Covering - cover new books that have been catalogued
- Shelving - shelve books that have been returned
- Straightening and Filling - straighten books on display and fill any empty spaces
- Program Prep - check with Lindsey or Christy to see if there's any prep work for upcoming programs
- Copying/cutting/filling - check to see if any brochures, bookmarks, flyers, etc. need to be refilled
- Sharpening Colored Pencils and Restocking Coloring Pages
- Straighten Meeting Room - wipe down tables, straighten chairs, sweep
- Change the Sign - check with a staff member to see if the sign in front of the library needs to be updated with a new program
- Book Hospital - volunteers who attend to the book hospital will first be trained. Books require repairs, cds need cleaning, and a list needs to be kept of items that need to be replaced
- Spreadsheet Updates - check with staff to see if there is any data that needs to be logged into the weeded books spreadsheet
- Watering the Plants - walk around and see if the potted plants need to be watered or turned
- Evening out Shelves - check with staff to see if books need to be evened out between shelves to make more space
- Weeding - check with staff to see if there is a sheet of items that need to be weeded from the collection
- Organize DVDs and Audio Books
- Clean Pascal's cage and Tardis' tank (Teen volunteers) - check with staff to see if tanks need to be cleaned
- Organize book sale books - donations for book sale are kept downstairs and need to be organized by category
- Wipe down computer keyboards, mouse, tables, DVDs, and train table with Clorox wipes