

## **Guide to Volunteer Activities during Book Sales**

### **Friends of the Temple Public Library**

#### ***Counter/Bagger***

- Separate types of books for ease in tallying purchases.
- On preprinted sales slip, record items purchased.
- Total customer's purchases and give the sales slip to customer to take to cashier or Credit/Debit.
- Store books that customers can't carry and label with name.
- Arrange for help if needed for transport of purchases.

#### ***Floor Support***

- Offer shopping basket to customers carrying multiple books.
- Assist customers in finding books.
- Keep table top books categorized and arranged, always filling in tables with hardbacks first. (May need to return books to appropriate location that customers left elsewhere.)
- Add books from additional boxes in back room to category when space becomes available.
- Donated books go in "Donation Box."
- Keep Kitchen door closed and monitor as volunteers and valuables are within.

#### ***Carry Out***

- Help customers transport books to vehicle as needed.
- Assist in breaking down boxes and removing to basement.
- Assist Counter Baggers with "held" purchases.
- Ensure all wheeled conveyances are returned.