



BOOK DEN & WAREHOUSE

8250 Belvedere Avenue, Ste. E, Sacramento, CA 95826 - (916) 731-8493 - fspl@att.net

Volunteer Application (rev. 12/12)

(NOTE: YOU MUST BE AT LEAST 16 YEARS OLD TO VOLUNTEER)

Name (First, Last): _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone(s): (____) _____ Email: _____

Emergency contact name: _____

Relationship: _____ Daytime phone: (____) _____

Check one or more types of tasks that would interest you (See page 2 for task descriptions):

- Warehouse book sorting (SO, SO2) Warehouse sales help (WH)
- Store cashier (CA) Lifting and carrying Other
- Book run driver (RUN) Book run helper (RUN)

Availability: TUE am WED am THU am / pm FRI am / pm SAT am / pm

Skills, knowledge, interests, hobbies or experience: _____

What language(s) other than English do you read and/or speak? _____

Are you a member of the Friends of the Sacramento Public Library? YES NO

Would you like to join? (Not required - \$20/year individual; \$25/year family) YES NO
(You can join at the Book Den.)

(Office use only)

- Email RUN
- Copy to CA
- Copy to SO2
- Original to file
- Email WH
- Copy to SO, LAB
- Mastersheet updated

Notes: _____

Assignment: _____ Date: _____



Book Den Job Descriptions (rev. 12/12)

(NOTE: Volunteers can do more than one task)

Warehouse book sorting (training provided) – *(Wednesdays and/or Saturdays, 9-noon)* **First Sorters** go through new donations and place them in appropriate categories for further sorting. **Second Sorters** are responsible for maintaining subject areas of the warehouse, arranging books in a sensible order so shoppers can find what they need during warehouse sales. Requires ability to stand, walk, lift and reach in warehouse environment*.

Warehouse sales help (training provided) – *(Friday evenings and weekend days, 3-hour shifts, six times a year)* Cashiers take money for books and tally clerks count books and fill out sales slip before the patron pays the cashier. Warehouse environment can be very cold or hot.

Store cashier (training provided) – *(Thursdays, Fridays, and/or Saturdays; 8:50 to 2:30; once a month or more, and/or on call as a substitute)* Greet and help customers, make sales, keep store tidy, shelve books, help book donors unload books, answer phone, and perform other light tasks as time permits. Follow store opening and closing procedures.

Lifting and carrying – *(As needed)* Sometimes we need to call upon folks with strong backs to handle large, heavy boxes of books around the store and warehouse.

Book run driver – *(As needed)* Join list of volunteers who have agreed to pick up donations from donors who are unable to deliver them to the Book Den. Drivers designate quantity of books they can manage and areas of region they can cover. Closed vehicles required for rainy day book runs.

Book run helper – *(As needed)* Join other volunteers to ride along or meet at designated location to help pick up donations. Involves lifting and carrying, sometimes including stairs, in all sorts of weather.

*Warehouse environment: There is no climate control, so building can be very hot, very cold and/or dusty. There are cement floors; so supportive, cushiony shoes are recommended.