



Book Sorter Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Book Sorter

Responsible To: Volunteer Coordinator

Qualifications:

- Ability to stand for most of shift
- Independent judgement and critical thinking skills are necessary while determining how to efficiently sort books
- Prior knowledge of book categories, popular authors and/or identification of old/rare books is helpful in this role, but not required

Responsibilities:

- Sort through books that the library has received through donations or books that have been discarded from the library's collection.
- Make determinations regarding books that may sell or will likely not sell in the Book Sale Room.
- Responsibly recycle books that are in poor condition or will otherwise not be sold in the Book Sale Room.
- Sort other books that are "to-be-boxed" for shipping to third-party seller.
- Shift books to be sold into designated storage/overflow area for the Book Sale Room.
- Other duties as assigned

Time Commitment: A regular weekly schedule is preferred with one to two days per week for an hour or more per shift. Some scheduling flexibility is needed dependent on the volume of donations or discards. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Initial on-the-job training with Volunteer Coordinator is required. Ongoing assistance provided by Volunteer Coordinator.

Location: Work is typically performed in the Circulation work area, 1st floor. Report to Volunteer Coordinator, 2nd floor in Community & Media Relations, for ongoing assistance.

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org