

# *Library Volunteers 2010-2011*

Thank you for volunteering in Brown International Academy's library. **If I am unavailable, then please begin working even if I am not in the room.** I appreciate you coming to help in the library. There is always something to do at Brown International Academy—especially in the library. I assure you this is not busy work. These are items that need to be maintained, cleaned, and organized.

*Thanks so much for all that you do,  
Mrs. McCarter ☺*



## Things you may need to know while in the library...

1. You are welcome to put your purse or personal belongings behind the circulation desk or even in the conference room.
2. You are welcome to brew or have coffee (use the red pot) and I may have some bottles of water so please check the conference room's mini fridge. It would only be water or creamer; otherwise, it maybe someone's lunch.
3. The first priority in our library is to always help students and teachers! That may mean stopping what you are doing to help others. ☺ It is perfectly fine to do so.
4. If someone needs help locating a book, then go to the school web site on any of the school computers. Type: [www.brownaacademymagnet.org](http://www.brownaacademymagnet.org) and then choose the Library area and look for the link that reads OPAC and just search for the specific book.
5. Look under the sink in the conference room for most cleaning supplies. Please use the Clorox wipes sparingly. One piece can last quite a long time.
6. The vacuum cleaner is located in the conference room. Simply unplug and press the silver button on top. It is cordless and should be fully charged.
7. Begin cleaning the front of the library—straighten up and make sure it looks clean. At the very least, if you see books lying around please organize them into 3 stacks (look on the side of the book or the spine label): E, F, or Numbers
8. Not sure which books to shelf? Then check the big wooden rolling cart—if it has books on it then those should put on the shelves (Dewey Decimal System).
9. If you see something that you believe the library needs (cleaning supplies, Kleenex, paper, pencils, and etc.). The library ALWAYS ACCEPTS DONATIONS.

# Library To Do List:

- \_\_\_\_\_ Clean/wipe down the **tables & Chairs** (even the edges/sides of the table)
- \_\_\_\_\_ **If there are books on tables or on the rolling cart around the room**, place them in the right spot in the library (DEWEY DECIMAL SYSTEM); all books shelved in order.
- \_\_\_\_\_ **Sharpen Pencils** (one bucket with sharpened pencils & another with dull pencils)
- \_\_\_\_\_ Check the **tops of the bookshelves** and make sure that books that are on top of the shelf actually match that section.  
\*Example: Make sure that only 700 books are on top of that bookshelf; Make sure that only books with authors that begin with the last name of “S” are above that bookshelf.
- \_\_\_\_\_ The **Reference** section becomes quite messy and they need to be placed in number order (It is located in the computer area). Literally, use my rolling chair & double check the order on the shelf. This is along the back wall in the computer area (tall shelves).
- \_\_\_\_\_ **Nonfiction (000-999)** Double check the order in which the books are organized (by the decimal points). It goes in order by number and then by the author’s last name (991.4 smi and then 991.4 smo). Literally, use my rolling chair and check the order on the shelf.
- \_\_\_\_\_ **Biography Section (92)**-Check the order in which the books are organized (by the person’s last name that the book is about—not the author). Literally, use my rolling chair and double check the order on the shelf.
- \_\_\_\_\_ **Fiction**-Please double check the order in which the books are organized (by author’s last name). Literally, use my rolling chair and double check the order on the shelf.
- \_\_\_\_\_ **Author Buckets** (check inside each bucket to make sure it is the right author inside).
- \_\_\_\_\_ **Everybody books**-Double check the order books are organized (author’s last name)
- \_\_\_\_\_ Processing of materials (this is in my office); barcodes need to be cleaned (I have the supplies)
- \_\_\_\_\_ Clean the **rain gutter** bookshelves (inside and sides). Display kindergarten books.
- \_\_\_\_\_ **Clean the actual book shelves** and see if there is garbage or paper that needs to be tossed in the garbage.
- \_\_\_\_\_ **Vacuum** the library

*Note: When in doubt...skip it and move on to something else!*

## Rooms and areas of the library:

- -----Reference Area (**Computers**)
  - Pick up loose paper and garbage and toss it
  - Clean the keyboards
  - Wipe down the monitors and towers
  - Straighten the cords—organize them! Use a rubber band, if necessary)
  - Clean the clipboards
  - Organize back bookshelf (Check the Dewey Decimal System)
  - Restart all computers—I will type in the password (let me know)
  - Make sure the school web site is up on each computer: [www.brownaacademymagnet.org](http://www.brownaacademymagnet.org)
  
- -----Conference Room
  - Wipe off counters
  - Clean up the coffee area
  - Clean inside the cabinets
  - Clean the mini fridge (check expiration dates on items)
  - Organize the coffee cups and K-Cups
  - Wipe off the table in that room (if you have two people helping you then lift the glass)
  - Make the newsroom look nice for our students!
  - Vacuum
  - Wipe front of cabinets
  - Make Coffee (well, get it ready and ask me before you press “on”)
  - This is a great place to sharpen pencils—so you don’t disturb classes (bring the bucket of pencils and the sharpener)
  
- -----A/V ROOM (I have the key—just ask and I will open it)
  - ORGANIZE CORDS BY TYPE (just make sure they are alike and make one big pile of those that have no others like it)
  - Check drawers and clean out items
  - Organize the shelves with equipment
  - Check Cabinets for junk and toss it (when in doubt place it all in one spot and I can check later)
  - Label drawers with post-it notes to let me know what is inside each drawer
  - Sweep or vacuum
  - Throw away garbage (check the shelves)
  - Wipe off counters
  - Make the room nice looking and safe for all who enter
  
- -----Leveled Book Room
  - Clean off the table (use Clorox wipes/cleaner and papertowels)
  - Straighten up the FICTION ONLY buckets and make sure that only “A” books are in the “A” basket and check all the way through “Z.”
  - There must be at least 4 books in each bag, but no more than 7 in one bag. If you can make two bags out of the same title (example: 4 books in one bag and 5 books in another of the same title)
  - There are loose books on the bookshelf to the right of the A bucket in fiction. Please help find the matching books in the bags where they belong.
  - If there are no matching books then simply make a new bucket that reads no matches!
  - Vacuum the room
  - Straighten up the professional shelves that have grade level areas marked! Just straighten up the room!!!
  - Check behind the shelves and buckets to see if anything fell behind.