**Harlan Library Volunteer Jobs:**

**REGULAR JOBS**

**1. Shelving** - Check the carts behind the circ desk. Shelve all books on carts, no matter whose section they belong in. If you don't know how to shelve books, the Order in the Library game on the Taft Library website will teach you.

Adopt-a-Shelf - EVERYONE WHO VOLUNTEERS TO WORK IN THE LIBRARY WILL ADOPT A SHELF. Pick a row you really like. At least twice a week, walk your row carefully. Do the following:

a. Be sure all books are neatly lined up on the outside edge of shelf.

b. Check to be sure all books are in perfect order. If you have several books by one author, be sure they are all together. If you have books in a series, put them in series order.

c. Dust shelves. Display interesting books on easels. Always check for empty easels and fill them with interesting-looking books from that shelf.

c. If shelves get too full, you may have to rearrange. Ask me how!

**2. Bistro -**

a. Sell items to customers. Be polite, prompt, and always positive.

b. Keep bistro neat and organized.

c. Keep refrigerator stocked and CLEAN. Check serving table (cream and sugar table) to be sure it is clean and fully stocked.

**3. Door greeter** - sit behind circulation desk. Greet everyone as they come in. Remind them to sign in. Don't let them in if they have a cafeteria tray. Remind them of upcoming events. Occasionally, pass out papers for various things (library pass applications, trip permission slips, etc***). Don't get distracted. This is an important job, but it can be boring.*** You need to be cheerful and upbeat. You're the first person they encounter when they come in the library, so it's important to make everyone feel welcome. We need two door greeters each lunch period so they can switch off halfway through.

**4. Tech Crew –**

a. Supervise computers. Be sure students aren’t eating, drinking, playing games, doing inappropriate things, etc. If they are, ask them to stop. Point at the signs on the computer and that should be enough. If it isn’t, come get me.

b. When students leave, be sure they log off. Push all chairs in, throw away trash, push keyboard and mouse close to computer, and turn monitor off.

c. Computers often need dusting, so dust often!

d. Help them find printers and send jobs to correct printers. Show them where to pick up their papers.

e. Keep printers filled with paper. Hand students their papers. If they seem to have printed too much, or too much color, tell me.

f. Know how to search the library catalog – desktop icon. Know how to teach students this.

g. Do you know how to search the library catalog from home? It’s at the top of the library webpage.

h. Show students they can log onto the library catalog to see what they have checked out.

i. Have students run and participate in Tech Club/Genius Bar

1. You can do whatever the students want

2. Let them build something in Minecraft.edu

3. Show them my Symbaloo on my Tech Tools page and let them play around with whatever site they like

4. Bring out the Sphero, Ozobots, Makey Makey sets, Arduino, hyperduino, etc., and let them play

5. Be in charge of taking orders for jobs on the 3D printer.

6. If you want to make something big to take to Tech Expo in May, we could get the materials and work on it all year long

\*\*\*I CAN’T DO THESE THINGS! I’d be THRILLED to have some real go-getters take this on and make it yours each lunch period!

**5. Genius Bar –**

a. Be available to help teachers and students with whatever issues they’re having with their phones, iPads, Google Classroom, working in Google Docs, Slides, Sheets, or whatever.

b. Work one-on-one with teachers and students, training them to use apps.

c. Troubleshoot whatever tech problems students or teachers are having.

**OCCASIONAL JOBS**

**1. Magazines** - almost every day, check for new magazines. Put them in hard plastic covers on magazine stands. Put old magazines you've switched out into tubs, alphabetically, at end of Anime section. Check occasionally to be sure magazines are in alphabetical order.

**2. Displays** - are you artistic? Show off your talent. Create displays for the display case outside and for the bulletin board as you come in. I have all the supplies...I just need a self-starter who wants to create. Displays need to be changed about once every 6 weeks. You may use the workroom to spread out and create.

**3. Duster** - dust gets everywhere. Do you like to dust? Grab a dustcloth and dust shelves, computer tables, screens, and monitors, mobile carts, shelves in my office, everything!

Harlan Library Crew Application

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lunch Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Gmail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the job(s) you would like to apply for:

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Every crew member adopts a shelf. You will be responsible for being sure this shelf is always neat and in good order, series books are kept in order, and for letting me know if new books need to be ordered to complete series. Walk around, and choose carefully the shelf you want to adopt. It will be yours!

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Why do you think you qualify for the job? How dependable will you be? Explain:

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Leadership positions are available! Fill out a separate application if you're interested in a leadership position.