

Pull Books from Shelves Requested by Other Libraries (Daily)

Every day that the Library is open, the Library Network sends a list of books that patrons at other libraries are requesting and are sitting on the Erving Library shelves. This list can vary from 10 to 25 items each day. Books need to be retrieved from the shelves. If books cannot be found, the volunteer notifies the person on duty to mark the item(s) missing.

Help children who attend Story Hours (As Needed)

The Erving Library does not hold story hours on a regular basis, but does do story hours for the first grade, kindergarten, and pre-school classes when requested by the school librarian, approximately 10 times per year. Summer story hours have been offered in the past during the summer park program at Erving Elementary School up to 6 times per summer.

Shelf Reading, Dusting and Washing Shelves (Weekly)

Books tend to gather dust and this is a task that is often overlooked because time does not allow for proper cleaning. Shelf-Reading (Keeping materials in proper order) is an important task so that patrons can find items easily.

Book Sale – box & prep for sale (Weekly)

Patrons are very generous in donating books. These are collected for about 6 months prior to the Annual Friends of the Library Book/Plant Sale. Books need to be examined for condition (mildew, smell, condition). If acceptable for the sale, these are boxed and stored in the bathroom. During the week prior to the book sale and through the next two weeks of the sale, books need to be put on shelves and kept neat.

Make signs, posters, and other artwork (Weekly)

The Library produces signs and posters for the following: holiday closings, over 50 programs per year, announcements regarding new services, etc. These are generally produced by computer and copied on the copy machine for distribution.

Set-up & Clean-up before & after programs

The Library holds many programs in the Library and at other venues in Town. These events always require moving furniture and chairs to accommodate the size of the expected audience.

Make copies on the copier (As Needed)

Occasionally the Library needs to make multiple copies for distribution to the schools or for insertion in the Around Town.

Help with displays, bulletin boards, outdoor sign, etc. (Weekly)

The Library advertises library programs and programs of interest to the community on its bulletin boards, through displays, and using an outdoor sign. These must be changed weekly to keep them fresh and timely.