

Oceanside Public Library  
Volunteer Job Description

***Friends Book Sorter***

**Purpose:** To assist in sorting, and preparing for sale, the used and donated items given to the Library and the Friends of the Library.

**Qualifications:** Familiarity with a variety of book genres and able to follow guidelines in sorting items by subject and type. Ability to handle books and other materials either one at a time, or in full boxes.

**Responsibilities:** Classifying, sorting, pricing, and aiding in the disposition of donated items. May also assist with internet sales and shipping if needed.

**Training Provided:** Guidelines and procedures for all donation processing tasks will be shared.

**Time Commitment:** Two hours per week. Most of the book sorting is done on Mondays.

**Length of Commitment:** Minimum six month commitment requested.

**Responsible to:** Gail Wells, Book Sorting Coordinator

**Contact:** Cheri Noel, Volunteer Coordinator, 760-435-5564