

## Friends of the Library of Hawai'i Booksale 2009--Job Descriptions

### Set-up Crew (June 17-19)

Set up tables and shelves and display books for sale. Help on these days is greatly appreciated.

### Restockers (June 19-28)

Get books from stockroom and replenish appropriate sections. Floor manager and table monitors will give direction as to what's needed.

### Table Monitors (June 19-28)

Oversee various sections to determine which categories need restocking, arrange books neatly and attractively, help restockers find "holes," and reshelve misplaced books.

### Door Monitors/Greeters (June 19-28)

Greet customers as they enter and assist security monitors.

### Adders (June 19-28)

Add the prices marked in books selected for purchase. Direct customers to cashiers for payment.

### Floater (June 19-28)

For all other jobs on-site including manning the will-call area, keeping sales and work areas tidy, and relieving other volunteers in need of a break.

### Clean-up Crew (June 28, 1-5 p.m.)

On the last day of the sale, help pack remaining inventory, wipe tables, sweep, and return cafeteria to its original state.

### Volunteer Orientation

Saturday, May 16 or June 6, 10 a.m. to 11 a.m.

690 Pohukaina Street, Honolulu

Please plan on attending one of these sessions to get instructions for the booksale and pick up your t-shirt.

## Booksale Volunteer Response Form

Check date and time preferences.

Indicate job preferred: \_\_\_\_\_

Wednesday, June 17

9am-3pm

or: \_\_\_\_\_

Thursday, June 18

9am-3pm

or: \_\_\_\_\_

Friday, June 19

9am-2pm

4-9pm

Saturday, June 20

8am-2pm

2-9pm

or: \_\_\_\_\_

Sunday, June 21

8am-2pm

2-8pm

or: \_\_\_\_\_

Monday, June 22

11am-7pm

or: \_\_\_\_\_

Tuesday, June 23

11am-7pm

or: \_\_\_\_\_

Wednesday, June 24

11am-7pm

or: \_\_\_\_\_

Thursday, June 25

11am-7pm

or: \_\_\_\_\_

Friday, June 26

11am-4pm

4-8pm

or: \_\_\_\_\_

Saturday, June 27

9am-3pm

3-9pm

or: \_\_\_\_\_

Sunday, June 28

9am-1pm

1-5pm(clean up)

or: \_\_\_\_\_

NOTE: During the booksale, 2nd and 3rd shifts please arrive 15-30 minutes prior to the start of your shift.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Please mail/email/fax this form to:

Friends of the Library of Hawai'i  
690 Pohukaina Street  
Honolulu, Hawai'i 96813

Fax: 536-5232

[florenceyee@gmail.com](mailto:florenceyee@gmail.com)

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Check date and time preferences.

Indicate job preferred: \_\_\_\_\_

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Wednesday, June 17 | <input type="checkbox"/> 9am-3pm  | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Thursday, June 18  | <input type="checkbox"/> 9am-3pm  | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Friday, June 19    | <input type="checkbox"/> 9am-2pm  | <input type="checkbox"/> 4-9pm  |
| <input type="checkbox"/> Saturday, June 20  | <input type="checkbox"/> 8am-2pm  | <input type="checkbox"/> 2-9pm <input type="checkbox"/> or: _____           |
| <input type="checkbox"/> Sunday, June 21    | <input type="checkbox"/> 8am-2pm  | <input type="checkbox"/> 2-9pm <input type="checkbox"/> or: _____           |
| <input type="checkbox"/> Monday, June 22    | <input type="checkbox"/> 11am-7pm | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Tuesday, June 23   | <input type="checkbox"/> 11am-7pm | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Wednesday, June 24 | <input type="checkbox"/> 11am-7pm | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Thursday, June 25  | <input type="checkbox"/> 11am-7pm | <input type="checkbox"/> or: _____  |
| <input type="checkbox"/> Friday, June 26    | <input type="checkbox"/> 11am-4pm | <input type="checkbox"/> 4-8pm <input type="checkbox"/> or: _____           |
| <input type="checkbox"/> Saturday, June 27  | <input type="checkbox"/> 9am-3pm  | <input type="checkbox"/> 3-9pm <input type="checkbox"/> or: _____           |
| <input type="checkbox"/> Sunday, June 28    | <input type="checkbox"/> 9am-1pm  | <input type="checkbox"/> 1-5pm(clean up) <input type="checkbox"/> or: _____ |

NOTE: During the booksale, 2nd and 3rd shifts please arrive 15-30 minutes prior to the start of your shift.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_