

CALLING ALL LIBRARY VOLUNTEERS!

We are again looking for parents willing to help keep the school library organized and functioning smoothly. There are many tasks that require daily attention, including:

- Checking in returned books
- Shelving returned books
- Helping children to find desired books
- Checking books out
- Preparing new books for circulation
- Keeping the shelves in correct order
- Repairing damaged books
- Printing and sorting overdue notices For distribution to classrooms

We are attempting to set up a yearly calendar with as many days covered as possible. The days are divided into three sections of one to two hours each. If you would be able to volunteer, fill out the bottom of this sheet with your preferences. Send it to school marked for the library.

There will be a short volunteer training meeting as soon as possible. We will send a letter out with the date and time. We will demonstrate the use of the computer, cover books, order shelves and the rest. Once you've seen it done, the job is easy and fun!

If you have any questions, please do not hesitate to call.

Pam Richmond - (973) 543-1712

Joy Lia – (973) 543-1811

 Yes, I would like to volunteer in the school library!

Name _____ Phone _____

Day(s) I would like to work: Monday_____ Tuesday _____ Wednesday_____

9:00 to 11:00_____ 11:00 to 12:45_____ 1:45 to 3:15_____

Thursday_____ Friday_____

9:00 to 11:00_____ 11:00 to 12:15_____ 12:45 to 2:30_____ 2:30 to 3:30_____

How often? Weekly_____ Every other week_____ Once a month_____

Thank You! Library Volunteer Committee: Pam Richmond, Joy Lia, Heather Lovecchio, Kim Crumine, Kathy McGrath and Tina Samios