

Library Volunteer Descriptions

Library Maintenance (Time commitment is flexible)

- Straighten books on shelves
- Re-shelve books as needed
- Assist with re-labelling books
- Cover mobile bookcases at end of school week
- Uncover bookcases at beginning of school week
- Assist with annual inventory (late spring)

Library Decorating Committee (Hours are flexible)

- Update bulletin boards for seasons or special events
- Decorate the library to reflect the seasons and holidays
- Update the seasonal book display
- Rotate the books on shelf display
- Create or update signs as needed

Library Class Volunteers (During class library time)

NOTE: Younger siblings are welcome, but we ask that they play quietly during class instruction time.

- Check books in
- Re-shelve books
- Assist children with locating books
- Check books out

Library Content Updates (Hours are flexible)

- Put new books into service
- Assist with book donations
- Swap out old books with new

Library Book Maintenance (May be done at home)

- Put periodicals into service
- Cover new paperback books
- Cover new hardcover books
- Repair damaged books

For additional information, please email shglibrary@shgschool.org.