

Parent Volunteers in the Library

The following tasks are expected under direction of the Library Technician

Circulation

- checking books out to students and staff, and returning books in the library system
- reminding students about overdue books
- shelving returned books; learning the collection by observing book subjects
- shelf-reading on ongoing basis

Book processing

- Labelling, taping, stamping and covering new books
- Magazine tracking and maintenance

Library care

- Tidying library – re-shelving books, pushing in chairs, dusting shelves, cleaning tables
- Book displays
- Bulletin board displays

Reference (when Library Technician is not present)

- Helping students find books of their choice
- Suggesting good books to students (know something about the collection)
- Responding to teacher requests for particular books

Other possible ways to help:

- Story reading to young children
- Book fairs
- Open house hosts
- Author visit helpers (pick up and drop off; goodies)
- Library volunteer meetings
- Library coordinator – maintains list of volunteers; recruits new volunteers; promotes the library to parents; arranges for substitutes when necessary

Advantages for you

- You know what's happening in the school sooner than others
- You get to know the teachers and administration
- You can upgrade job-ready computer skills by helping with library tasks