Things You Can Do to Help

Sometimes you may finish a project and think you need someone to give you another one. If the staff are all busy, there are still things you can do to help. Here is a partial list:

1. Shelve picture books, chapter books, children's paperback and board books, straighten paperback chapter books.

2. Straighten books on shelves – Children's section first, but also adult section, pick up books off floor, lying down unshelved, in the wrong place turned around backward, etc.

3. Shelf-reading – pull books forward to the edge of shelf, (children's section first), put books in order (for fiction this is alphabetical by the author's last name.)

4. Dust and clean shelves – duster is on shelf also, any shelves – in work room, children's section, adult section, hold shelves, very top and very bottom shelves – all of it.

5. Clean up, and straighten children's section.

6. Clean board books – take board books out of tubs and dump dust out of tubs then clean books with cleaning wipes.

7. Roam the floor straightening shelves and being available to help customers.

8. Roam the computer area and be available to help customers