

THE LIBRARY NEEDS YOU

I want to work for the Columbia County Libraries

- Evans Book Sales DAY _____ TIME: a.m., p.m. (circle one)
- Evans Storage Room DAY _____ TIME: a.m., p.m. (circle one)
- Transport books from donors to libraries
- Library Program Host
- Evans Library Volunteer (work with Circulation or Reference Mgr.)
DAY _____ TIME _____

Name _____

Address _____ City _____ Zip _____

Home Phone _____

Cell _____

Email _____

Brief description of your interests, skills, and work experience

Turn in at circulation desk.

For more information, call Barbara Williams at 706-863-8760

FRIENDS VOLUNTEERS SUPPORT THE ACTIVITIES OF THE COLUMBIA COUNTY LIBRARIES

Volunteer opportunities include the following activities:

1. Evans Book Sales

Monday, Tuesday, Thursday	10 a.m. until 7 p.m.
Wednesday, Friday	10 a.m. until 5 p.m.
Saturday	10 a.m. until 5 p.m.
Sunday	2 p.m. until 5 p.m. every fourth week

Work one or two hour shifts. Substitute on call as needed.

Duties – Open and close shop, stock book shelves, wait on customers, accept donations and greet people.

2. Evans Storage Room

M, T, W, Th, F 10 a.m. – 12 p.m

Duties -- Process donations (accept, sort, price, box, store donations) and “neat-up” room. One or two volunteers can work each shift.

3. Transporter for all libraries – work when needed.

Duties – when called, go to libraries and homes, pick up books and take to Evans Library Storage Room. Several volunteers can work together. Requires lifting boxes.

4. Evans Library Program Host – work when needed.

Duties – Seat and serve patrons, assist speakers, sell author’s books. Several volunteers can work together.

5. Evans Library Volunteers - work when library is open. Duties assigned by Circulation and Reference Managers.

Duties – Read shelves, dust books and shelves, arrange displays, organize and shelve books, “neat-up” areas, assist patrons on computers and auto check out, guide tours of the library. Most in-library tasks require some training and guidance by library staff.