

JOB DESCRIPTION: Better World Books (BWB) Processor (2/2014)

Purpose of job:

To earn money for the Friends of the Campbell Library by processing books for the Better World Books sales website and to provide an eco-friendly, socially beneficial mechanism to dispose of excess or older books no longer needed by the Friends organization.

Requirements:

Must be able to lift 35-/40-lb. boxes (or have regular help with lifting).

Ensure Better World Books contact (currently Kathy Marks) registers name, e-mail address, and mailing address of volunteer representing Friends of the Campbell Library.

Upon request via their website, Better World Books will send boxes and labels. FoL or volunteer must supply printer, ink, and packing tape.

Processing entails:

1. Order supplies (boxes and labels) from Better World Books through their website.
2. In the community room on Monday or Tuesday mornings when the library is closed to the public, set up two tables.
3. Tape bottoms of BWB-supplied boxes.
4. On one table, sort books (set aside as BWB books by Book Sorters) by size. Be sure no do-not-send books, such as Time/Life or Reader's Digests, are included. Also be sure no bookmarks or other papers are stuffed inside books.
5. On other table, pack boxes as completely as possible. If necessary, use crumpled newspaper to fill in gaps and ensure no boxes buckle when stacked on top of each other.
6. Tape each box closed and stack on FoL carts.
7. Transport boxes upstairs to the circulation workroom and stack them just outside the Librarian's office.
8. Request an active computer and printer from library staff and count out required number (plus one) of labels.
9. Log on to BWB website, run labels, and schedule pick-up through UPS.
10. Return carts to FoL area and package of labels to community room, behind screen.
11. Record date and number of boxes shipped on pad of paper in BWB supply bag.
12. Deliver check from BWB to librarian or FoL treasurer when received at the beginning of each month.