

FRIENDS OF THE CAMPBELL LIBRARY
JOB DESCRIPTION -- **BOOK SORTER**

05/01/2015

- Checks donation bin located downstairs to the right of the door.
 - Carts books to Friends of Campbell Library book-sale/sorting room.
- Sorts books by type:
 - Hardback
 - Trade Paperbacks (large paperbacks)
 - Regular Paperbacks (small paperbacks)
 - Audio Books; DVDs and CDs
 - Children's Books
- Prices Adult Hardback, Trade Paperback, and Regular Paperback books according to the year of publication. Guidelines are posted for this purpose.
- Prices Children's books per posted guidelines.
 - Discard toddler books you would not wish your own child or grandchild to touch or chew.
 - Acceptable-quality Caldecott and Newberry award winners are ALWAYS priced for sale, regardless of publication date.
 - Older good-quality children's books are marked with a white 50-cent label. After each monthly sale, unsold 50-centers go to Better World Books.
 - Older fair-quality children's books go to Rosemary (or other low-income local) elementary school.
- Places priced high-quality and good-quality books on the proper shelves or puts in labeled boxes for the monthly book sale.
- Disperses books according to the Sorting Donated Books guidelines; for example:
 - Sold on eBay
 - Sent to Better World Books
 - Put in labeled boxes or bags, e.g. donated to Veterans
 - Put in Discard boxes for recycling by Library District -- and carted to upper-level Circulation Workroom discard bins

References: Process for Sorting Donated Books
 Guidelines for Better World Books (BWB) and eBay Processing
 Price Lists for Adult Books and Children's Books