

Title: Book Listing Volunteer

Location: Upstairs Sorting Room, Downtown Library (224 Church St., Santa Cruz)

Position Description

Love books? Have great attention to detail? Want to help make money for the Friends of the Santa Cruz Public Libraries? Volunteering as a Book Lister might be the perfect position for you. Evaluate the most valuable books that come through our book donation sorting room, from titles like *Royal Rajasthan* to *Vegan with a Vengeance*. The Friends are putting together a team of 5 to 7 volunteers to get our internet book sales rolling.

(90%) The main task of a Book Listing Volunteer is to list books online to be sold on the Friends Amazon storefront. Listing involves handling each book individually, evaluating its condition, and cleaning it up to its best possible shape. Each book's ISBN number is entered into an Excel spreadsheet, along with sales rank, condition, price, and additional comments. Once enough titles have accumulated into a spreadsheet, the volunteer will print a set of labels for each book in preparation for shipment.

(10%) As donations come into the sorting room, listing volunteers may be asked to scan ISBN barcodes to source new books to sell online.

Qualifications: General computer skills, basic Excel skills, works well independently, very close attention to detail, must be able to follow directions.

Requirements: Must be able to sit for extended period of time. Must be comfortable looking at a screen for extended period. Limited amount of lifting (we are happy to make accommodations if a volunteer is not comfortable with lifting). Listing volunteers use "Goo Gone" and rubbing alcohol to clean book covers.

Time commitment: 2-4 hours per shift, minimum one day per week. Ongoing position.

Training: One 4-hour training, plus two 2-hour follow up trainings are required.

How to apply: For questions, additional information, or to apply for this position, please contact the Friends Volunteer Coordinator, Roxanne Carlson at roxanne@fscpl.org or (831) 621-0800.