

The Centennial Library depends upon the time, enthusiasm, and efforts of our library volunteers to maintain quality library services for our students. Please consider making a commitment to Centennial in the coming year. Many of our activities offer great scheduling flexibility.

Please indicate your preference(s) by marking the box next to the activity/activities in which you are interested and return the form to the Centennial Library. For more information, call 203/236-9540 or e-mail jrossi@chasemail.org. Thanks in advance for your time. We could not do it without you!

**Your name, phone number, and e-mail address:**

### **HELPING WITH LOWER SCHOOL CLASSES**

Check in, and shelve returned books; check books out to students; assist children with book selection; maintain shelf order in the book collection.

**Time commitment:** 45 minutes for the class, every 5 or 6 school days. Schedule will depend upon the number of volunteers per class.

### **PREPARING BOOKS FOR CHECK OUT**

Includes covering and applying labels, barcodes, and pockets; mending damaged items, adding materials to our circulation database.

**Time commitment:** Flexible hours; we will work with your schedule.

### **DISPLAYS**

Make bulletin board displays of posters and student work. Arrange books and posters on the shelves to highlight a theme.

**Time commitment:** 1 hour each month, any day (probably at the end or beginning of the month)

### **INVENTORY OF THE BOOK COLLECTION**

Help keep our records up to date, scan barcodes into a handheld device.

**Time commitment:** After a brief training session, flexible hours; we will work with your schedule.

### **BOOK FAIR**

Assist with labeling and inventory of books for the fair, assist with setup and take down, staff the cash register, help lower school classes and other customers.

**Time commitment:** 2-3 hours during May.

### **SHELVING, GENERAL MAINTENANCE**

Shelve books, and file materials and posters; check-in returned materials; help with current projects.

**Time commitment:** Flexible hours; we will work with your schedule.

### **BOOKSHELF SPONSOR**

You will volunteer to oversee a specific shelf or section of the library and be responsible for keeping it in numerical and alphabetical order. You are also asked to check your section for items that need mending. Shelves that are sponsored will be marked as follows: *This shelf is being maintained through the volunteer efforts of (your name).*

**Time commitment:** 45 minutes, any day, once a month.