

Mark Twain Library Book Fair 2016 Instructions.

General Instructions:

1. Please arrive 15 minutes before your shift begins to sign in and pick up a nametag, apron and specific assignment. Sign in is just inside the far left end of the Redding Community Center.
2. Volunteer parking on sale days is at Lonetown Farm, so that the patrons may park close. Please follow the signs. (Please park at RCC for set up and take down days.)
3. Wear comfortable shoes. The Community Center is air-conditioned. Food and soft drinks are not allowed in the sale rooms. Refreshments will be available outside on all sale days.
4. There is a shift captain wearing a red apron upstairs and downstairs for every shift, should you need assistance of any kind.
5. Volunteers are invited to buy books either before or after their working shift. Set up day sales are cash only, at price marked.
6. All books have a marked price. **Prices are as marked on Friday and Saturday, half price on Sunday and \$10 a box on Monday.**

Job Descriptions:

Set-up/Take down: Please report to the Gym on the Community Center lower level for assignment.

Tally/Bag: You will work in teams of two, so that one can add while the other packs the books into bags or boxes which then must be tied at the top with a receipt ribbon. Please bring a calculator to make your job easier.

Every purchased book must be bagged and tied, even if patrons have their own cloth bags. For those who object to the plastic bags, there will be recycling containers just outside the building where the plastic bags can be left.

Cashier: The Finance team will leave you cash as well as pick up all money you collect. **Do not give collected money to anyone but a known member of the Finance team.** Be sure to never leave your cashier station unattended. Credit card cashiers: you must see Jim or Karen in the volunteer headquarters area for a quick training before reporting to your assigned area.

Marketing Merchandiser: This is a crucial job, both to keep the tables looking orderly and for other help you can provide. Your primary job is to maintain neat, well-organized books on the tables in your area. When tables thin out as books are sold, you may wish to display books face up rather than spine up for good retailing! Learn the organization of subject tables, sections and rooms so you can direct customers to books they are looking for. Keep an eye on the returns table so you can restock books that are left there. This is particularly important on Friday morning, when the dealer/collector frenzy tends to scatter books widely. You may also be needed to help the cashiers, run errands and provide general customer assistance.

Gate Keeper: You will be stationed at an exit to make sure departing patrons have their purchases bagged/boxed and appropriately tagged so they may shop in other rooms without a problem.

As always, thank you for your support of the Mark Twain Annual Book Fair. We couldn't do it without you!