



**Portage Public Library
Volunteer Job Description
Friends Donation Sorter**

General Purpose: To assist Booksale Committee Chair Person and other booksale workers by sorting and organizing booksale donations that are desirable for purchase by patrons.

Duties: Volunteers would follow the lead of Booksale Committee Chair Person and other booksale workers in sorting donations collected. Help in determining the salability of materials, based on condition, age and topic, under Booksale Committee Chair Person oversight. Sort items into formats and subjects: fiction by author's last name and nonfiction by topic. Bending, lifting and carrying involved. Must be able to lift up to 12 pounds.

Time Required: Donations are sorted depending on volume of donations received. Weekly assistance preferred.

Training Required: Training will include how to organize and determine salability of materials.

Supervisor: Circulation Clerk – L. Floeter

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