



## **INFORMATION FOR PROSPECTIVE BOOKSTORE VOLUNTEERS**

The Alice Creasy Rew Bookstore at the Library is run by volunteers. Therefore, we can only stay open to sell our collection when someone volunteers to work a shift.

Our aim is to keep the Bookstore open during normal Library hours (Monday thru Thursday 10am-7pm; Friday and Saturday 10am-5pm)

Our volunteer shift hours are split between 2-hour or 3-hour shifts each day.

We use an online calendaring system – SIGNUP GENIUS – that enables each volunteer to choose the days and times most convenient to themselves. This calendar is updated on a monthly basis.

This SIGNUP GENIUS information is transferred to a whiteboard calendar in the Bookstore for easy reference.

Each volunteer is responsible for maintaining good written records of the items sold together with the cash taken in.

All new volunteers are provided with an orientation session with one of our bookstore managers. This orientation takes place in the bookstore as a regular volunteer shift, providing valuable hands-on experience with a seasoned volunteer.

Once a new volunteer has completed an orientation session, their email contact information is placed in the SIGNUP GENIUS system to enable use of the calendar sign up.

If you are interested in joining our wonderful group of volunteers, please fill out the form below and either give it to a Librarian, a Bookstore volunteer or email it to [FOALBookstore@gmail.com](mailto:FOALBookstore@gmail.com). One of our bookstore managers will contact you immediately to setup your volunteer orientation.

Friends of the Atascadero Library  
Alice's Bookstore Volunteer Information

Volunteer Name:	Date:
Email:	Phone:
Mailing address:	
In case of emergency:	
Signature:	