**Book Drop Helper and Sorter Volunteer Role**

On June 15, the Main Library will begin accepting returned library materials after three months of not receiving materials. We anticipate a significant amount of materials and need volunteer assistance to help collect and organize these materials in quarantine rooms.

We are seeking volunteer assistance for at least June 15 – 29. We will assess the process and the need after the first week and may extend this volunteer role into at least July.

**Duties & Responsibilities**

Volunteer in this role will be active and be conducting light physical work.

Specific duties include:

* Pulling a bin at a time full of library materials, up to 40 pounds, from the book drop bins to designated rooms in the library. The bins are on wheels. Book drops are located outside of both the Arapahoe and Canyon entrances of the Main Library.
* Bring all material from the book drops and bringing them to the Boulder Creek Meeting Rooms inside the Main Library.
* Removing materials from the drop boxes and sorting them by whether they are (1) materials from our system (the Flatirons Library Consortium (FLC)) or (2) materials from outside our system, Prospector items. (A staff member will teach the volunteers easy ways to identify the location of materials.)
* Stack materials on tables according to date received and in separate rooms into two separate and distinct quarantine spaces.
* Returning the empty bin to the book return.  Emptying the book drop bins on the tables in the designated rooms at the throughout your two-hour shift.
* While picking up bins, communicating with and directing the public to keep their distance and providing basic library information if asked such as “the library is not open for visitors. You can get up to date information on the library and its opening on its website.”

**Location:** This role will be at the Main Library.

**Time Commitment**

* At least four hours (two 2-hour shifts) per week each week for two weeks: June 15 and June 22 with a possibility of extended volunteer support needed. It would be ideal if volunteers could do more than 2 shifts per week yet, this is not required.

Two hour shifts will be on the following days and times:

* Monday, Tuesday, Thursday, Friday and Saturday: 10 am to 12 pm and 1 to 3 pm
* Wednesday: 2 to 4 pm and 5 to 7 pm

**Safety Measures**

The Boulder Public Library puts the safety of our staff and volunteers as our top priority.  Staff and volunteers will follow safety precautions and will be required to practice social distancing, wash hands frequently, wear masks and gloves, and stay home when sick.  We encourage our patrons to take similar precautions when using our limited service.

* Volunteers will not have contact with the public and limited interaction with staff.
* Volunteers will be provided with personal protective equipment to handle the materials.  The safety materials include:
  + Masks
  + Gloves
  + Disinfectant wipes (wiping down materials will not be required)

The library will be quarantining materials for three days to help ensure that they will not play a role in spreading the virus. The CDC is recommending 24 hours quarantine of items if it is known that the materials have had direct exposure to COVID. The Boulder Public library is quarantining items for three days as an additional safety precaution.

**Special Considerations**

Volunteers belonging to vulnerable populations, or who caring for someone in a vulnerable population, should consider postponing in-person volunteering and consider virtual alternatives.

If you decide to volunteer in person or in the community, you must fully consider the risks before agreeing to volunteer. Vulnerable, high-risk  populations include those over the age of 60; people who are immune compromised or have chronic medical conditions such as diabetes, hypertension, cancer, lung and heart conditions; people who are pregnant; and people regularly caring for or living with people who are over 60 or have chronic medical conditions. Please speak with your medical provider about whether you are considered high-risk.

**Requirements**

* Able to conduct physical work - pulling a bin on wheels across the library (up to 40 lbs.)
* Able to read book labels
* Able to grab, lift and stack books on tables
* Able to follow directions
* After training, able work in a self-directed manner, asking questions as any new circumstances
* Minimum age 18 years old

**Benefits of Volunteering**

* Be part of the team that helps re-active the library
* Help ensure our community is safe and that the library is doing its part to ensure its safety while opening to the public
* Get physical activity while volunteering your time to do good work for the community

**Training**

Volunteers will be trained to carry out this role. This may include email exchange and review of documents, a phone conversation, in-person instruction or a combination of these training means.

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<https://boulderlibrary.org/volunteer/>