MESA PUBLIC LIBRARY
VOLUNTEER PROGRAM GOALS

Library Services:
Online research and sales volunteers extend the value of tax dollars by providing additional funding for library programs, services and resources.

Community & Personal Enhancement:
Library volunteerism empowers individuals to reach their potential as productive members of the community and to make positive contributions to the quality of community life.

Library volunteers gain a sense of personal achievement by being an important part of the online book sales and research program.

World Citizenship Values:
Reusing and recycling books conserves energy, helps the environment, reduces pollution, slows global warming and lowers waste products in landfills. Recycling helps to sustain the earth's overall health and keep the air, water and land clean.

LESSON 1:
BOOKBINDING STYLES, SETS, SERIES & LOTS

DURATION
APPROXIMATELY 1 HOUR (DEPENDING ON GROUP SIZE)

OBJECTIVES
VOLUNTEERS WILL BE ABLE TO:
1. Locate areas in the library associated with online research and book sales (i.e. carts, recycle bins, THINKspot, receiving room & bookstore).
2. Identify the rewards of volunteering at the library.
3. Identify the bookbinding styles.
4. Use proper terminology when describing a bookbinding.
5. Identify if a book is part of a set, or a series, or could be sold in a lot of like books.

MATERIALS
- Online Book Sales and Research Manual (BOOKBINDING STYLES section)
- Donated books
- Scavenger Hunt Handout
- Examples of bookbinding styles

INTRODUCTIONS
Trainer matches each volunteer with a partner. The trainer can participate if there is an odd number of volunteers. Tell the volunteers that they will be introducing their partner to the group, and will have two minutes to interview them and discover interesting things about them. Switch, giving the partner two minutes to be the interviewer. Go around the room asking the partners to introduce each other.

The leader welcomes the new volunteers and talks about the goals of the library volunteer program and the intrinsic rewards gleaned from being a volunteer.

Recycling and reusing books provides jobs for people in the community.

LET'S TAKE A TOUR

Online research and book sale volunteers earn money for library programs and resources. Understanding how their work as a volunteer positively impacts the library and its patrons can motivate and reward the new volunteer. The tour includes the library book store, the receiving room, the THINKspot and the online research and book sale storage and work areas. (Make sure to explain that volunteers receive 25% off of used book sales and receive no overdue fines.) Ask the volunteer who scans and presorts the book to explain his/her job. Explain why and how this job is important to the researcher.

LESSON STARTER

When posting books on amazon.com, books will be listed in categories based on their bookbinding (i.e. trade paperback, hardbound). It is essential for the online book researcher/seller to be able to identify the many different types of bookbinding styles and when a book is a part of a set, series or lot (ie. lot of 100 1970s romance novels).

LESSON 1:
BOOKBINDING STYLES, SETS, SERIES & LOTS

Instruction: The instructor shows and describes books with the different styles of bookbinding and books that are part of a series or lot to the students. Give the students tips on how to remember the different terminology. For example Trade paperbacks are taller than mass market paperbacks Tall = Trade, Mini = Mass Market

Scavenger Hunt: Using the manual (Bookbinding Styles Section), have the volunteers find examples of each type of bookbinding style from the research carts.

Wrap-Up: Hold up some books that the students found and ask them to identify the bookbinding style. Reward each correct response with praise and correct any mistakes by showing them a correct example (i.e. if they say a book is Class-A library and it is actually a Mylar covered hardbound, explain the difference between the two).