

**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 2: PARTS OF A BOOK****DURATION:**

45 MINUTES (DEPENDING ON SIZE OF GROUP)

**OBJECTIVES:**

VOLUNTEERS WILL BE ABLE TO:

1. Identify the parts of a book using the proper vocabulary.

**MATERIALS:**

- Online Book Sales and Research Manual (PARTS OF A BOOK section)
- Sample book with parts of the book identified
- A book from the recycling bin for each volunteer
- Sharpie marker
- Post-It Notes

**LESSON 2: PARTS OF A BOOK**

**INTRODUCTION:** Explain to the volunteers that as an online researcher and bookseller, they will be writing a comment for each book they post online. Customers might read the comment to help them decide which book to purchase. Ask the volunteers - what kind of information would be important to include in a comment? Responses should include flaws and attributes of a book like highlighting, soiling, dog-eared pages, etc. Give the volunteers the "Parts of a book" section and explain to them that this resource will be helpful when describing where the flaws and attributes of the book are located. Show them the sample book with the parts identified and name the parts that are frequently used in comments.

**ACTIVITY:**

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

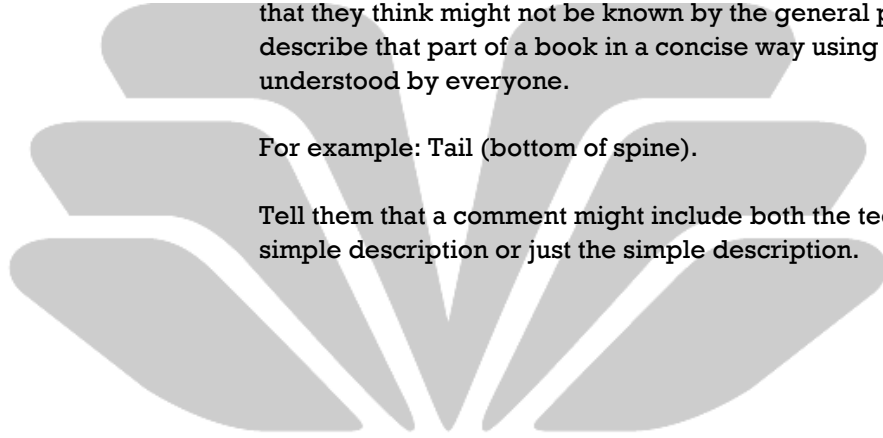
Volunteers will create their own sample book. Label the parts of a book by writing the parts in black marker on a post-it-note and attach it to the book. They may refer to the manual for help.

**WRAP UP:**

Have the volunteers choose a few words from the parts of a book section that they think might not be known by the general public. Ask them to describe that part of a book in a concise way using words that could be understood by everyone.

For example: Tail (bottom of spine).

Tell them that a comment might include both the technical term and the simple description or just the simple description.



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