

Event Name	Library Support
Task Description	Assist librarians primarily with re-shelving books. On the occasion that there are not many books to re-shelve, assist librarians with projects or re-order a section of books that are out of place.
Event Date/Time/Location	Once or twice per month for about an hour during library hours.
# Chairpersons Required	1
Time Commitment	About one hour, once or twice a month
Previous Year's Chairs	Phyllis Spinale
# Volunteers Required/Tasks to be performed	Ideally, about 7 volunteers. Task is described above.
Budget	N/A
Tasks and Timeline – Event Date minus	
	I make a schedule monthly and ask volunteers for preferred days. Per Alice Stern, a volunteer is needed every other day. I alternate between scheduling M,W,F and T, Th. avoiding days when the school is closed. Volunteers can go in any time the library is open except Thursdays from 10:30-11:00 when advisories are in the library.
Day of Event	
Helpful Tips for Chairs to watch out for.....	