

Genealogy and Local History Department Label Volunteer Task Description

Task	Replace labels on books
When does the task have to be done?	On-going
What day and time?	Anytime the library is open
How often does it need to be done?	Minimum of 2 hours per week
Where does it need to be done?	Genealogy and Local History Dept., Main Library
Approximately how much time is involved?	1-2 hours each time
What skills are required?	Neat hand lettering with pen
Personality traits needed?	Likes working with hands, and does not need to socialize
How many people are needed?	One or two volunteers are needed but each will work alone.
Who will train, supervise and evaluate the volunteer?	Debra Beheler
Equipment used	Utility knife and ink pen
Comments	

Detailed description of task:

- Pick a section to work in (Family History, a county, etc.)
- Make a sheet of new labels to match that section
- Taking one book at a time, remove old label and tape (if paper cover then don't take off label and tape)
- Wipe sticky spot with De-Solv-it (citrus solution)
- Dry area
- Put new label on
- Put label protector over label
- Also replace colored tape on spine if needed