

Appendix 2

VOLUNTEER INFORMATION

Mission Control Room – what happens here:

- Store personal items such as purses and outdoor wear
- Sign in and out on the volunteer timesheet (Appendix 1)
- Pick up name badge and aprons
- Take a break and enjoy snacks
- Cash box kept here during set-up
- Jot down questions, comments, and suggestions in the Log Book. These can be your own or from book sale customers.

Accepting Donations

- The following items are accepted: books, CDs, DVDs, jigsaw puzzles, some magazines (crafts and cooking).
- The following items are not accepted: Videocassettes, audiocassettes, Reader's Digest Condensed books, textbooks, most magazines, computer books older than 3 years. Any such materials inadvertently accepted should be recycled (books and magazines) or thrown in the trash (audio and videocassettes)
- See Donation Guidelines (Appendix 4) for more complete list of above
- Offer receipts to donors for their donations (see Appendix 4a)
- Donations will NOT be accepted on the day of the sale
- Give every person who donates a membership brochure

Sorting and Arranging Materials

- Tables are set up in the meeting room. There are signs on each table or on the walls.
- Materials are arranged on tables by the following types:
 - Hardcover and "trade" size paperback adult fiction
 - Paperback mass market adult fiction (traditional "pocket book" size) (Appendix 5)
 - Adult non-fiction (paperback and hardcover together) by category (Appendix 6)
 - Children's and teen chapter books (thicker, smaller than picture books)
 - Children's picture books, including Easy nonfiction
 - Children's nonfiction
 - Adult AV – separate by DVD or CD
 - Children's AV – separate by type
 - Puzzles
- Put books on tables with spines up and all facing the same direction. Put Picture Books in boxes with front covers facing outward
- Use as many bookends as necessary to keep books upright
- Throw the following materials in the yellow recycling bin:
 - Water-damaged books
 - Books that smell moldy or musty
 - Books that are falling apart
 - Books that are damaged - stained, corners chewed by the dog, etc.
 - Books with out of date information - computer books, travel books, medical books, etc.
 -

Hints for determining book categories

- Fiction
 - Spine or back of book may say NOVEL, MYSTERY, FICTION, ROMANCE, SCIENCE FICTION (Appendix 7)
- Non-fiction (arranged by category - (Appendix 6).
 - May be obvious from words on cover or spine.

Appendix 2

VOLUNTEER INFORMATION

- Use the Subject List (Appendix 8) .
- Many books have “Cataloging-in-Publication” data on reverse side of title page (Appendix 9). This is helpful for determining if a book is fiction or non-fiction and for determining in which category the book belongs.

Typical duties on the Sale day are to:

- Straighten items on the tables throughout the day
- Replenish items on the tables from the boxes below the tables
- Offer black shopping baskets to customers.
- Consolidate areas for easier cleanup after the sale
- Answer questions about sale prices (Appendix 10)

Cashier duties – see Appendix 11

When your shift ends, please remember to:

- Let the Person in Charge know you are leaving
- Record your volunteer hours on the timesheet in Mission Control
- Return your badge and apron and have a snack for the road

Appendices:

- 1 - Volunteer timesheet
- 4 - Donation Guidelines
- 4a - Receipt for donation
- 5 - Mass market paperback picture
- 6 - Non-fiction categories
- 7 - Spine genre examples
- 8 - Subject list - linked to categories
- 9 - Cataloging in publication example
- 10 - Price list
- 11 - Cashier instructions
- 12 - Book sale receipt form

Appendix 3

Friends of the Plymouth Library

Book Sale Policy

Our primary mission is to raise funds for the Plymouth Library. We are happy to support other nonprofit groups when possible, according to the following guidelines:

1. When packing discards, stocking the Ready Reads cart, and working on Donation Days, Friends can purchase books and other materials for the regular book sale price.
2. Persons helping set up for any book sale can buy any of the items for the marked book sale price.
3. Persons working at any book sale can buy any of the items for the marked book sale price or during the bag sale for the bag sale price. No persons should set aside books before the bag sale to be put into bags.
4. Books left over at the end of a sale can be given to other requesting nonprofit groups and individuals representing nonprofit or charitable organizations. Volunteers who help with cleanup can also take as many books free of charge as they can select in the 15 minutes after the end of the sale.

Appendix 4

Donation Guidelines

Friends of the Plymouth Library Donation guidelines



Yes, Please

- Hardcover books
- Trade paperbacks
- Mass market paperbacks
- World Language Books with ISBNs
- DVDs
- Blu-ray discs
- Music CDs
- Audiobooks on CD
- Video games
- Antiquarian, Rare and Collectible Books
- LP (vinyl) records

No, Thank You

- Any books which do not meet the Condition Requirements below.
- Activity Books and Workbooks (ex: Coloring Books)
- Annuals and Yearbooks
- Audio Cassettes, VHS Tapes, LP Records, & Computer Software
- Books Published by Magazines (ex: Reader's Digest Condensed and Time-Life Books)
- Encyclopedias
- Case Law and Procedural Books
- Custom Course Packets
- Dated Reference Material (over 5 years old)
- Directories and Telephone Books
- Free Copies, Examination Copies, or Advanced Reading Copies
- Journals and Periodicals (ex: Literary Criticisms)
- Microfilm and Microfiche
- Newspapers and Magazines (bound or unbound)
- Non-ISBN Book Club editions or Foreign Language
- Readers Digest Condensed Books
- Tax and Government Documents or Forms
- Textbooks
- Travel and Computer books more than 10 years old

Condition Requirements

All materials should be in saleable condition. Books must be free of mildew, mold, **noxious odors** and dirt. They should not exhibit excessive spine damage, have missing pages, or be missing their covers. Books cannot have water damage. No part of the book's pages should be removed with scissors or razor blades. For audiovisual formats, discs should not be cracked or have excessive scratches. Sets must be complete.

THANKS FOR YOUR SUPPORT!

FOPL is a 501(c)(3) organization. Our federal tax ID is 5110258. Your donation is tax-deductible to the extent allowed by law since no goods or services were given in exchange for your gift. Retain this receipt and estimate the value of your donation. Please consult www.irs.gov or your accountant for assistance with your tax-related questions.

Donation (check all that apply)

- Books
- Puzzles
- DVDs
- CDs

DONATE your items on the first Saturday of every month in the Plymouth Library lobby, from 10:30 am - noon, and on the Friday before every book sale, 9 am - 4 pm.



Date: _____

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Date _____

Your donations support the services and collection of the Plymouth Library.

We accept the following new or gently used items:

- Books
- Puzzles
- DVDs
- CDs

We do not accept:

- Items in poor physical condition (torn pages, broken spines, food stains)
- Computer books older than 10 years
- Textbooks
- Videocassettes
- Audiocassettes
- Items that are musty, moldy, smell of cigarette smoke, or are water damaged.
- Magazines
- Encyclopedias

Book sale proceeds support the following programs:

Author lectures	Children's summer programs
Great Decisions	Community outreach
Literacy play area	Plymouth Reads
Collection purchases	Baby story times

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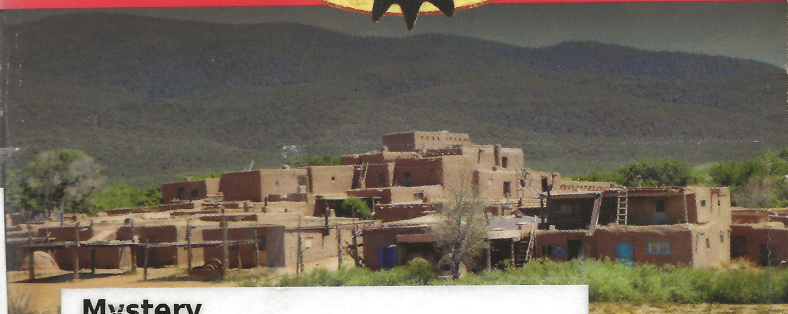
HENNEPIN COUNTY LIBRARY, MN



3 1972 20099 1548

NEW YORK TIMES BESTSELLING AUTHOR

TONY HILLERMAN



Mystery
Hillerman, Tony.
Sacred clowns

WNS

"AS GOOD AS ANYTHING HE'S DONE." *Chicago Tribune*

Appendix 5
Mass Market Example

Appendix 6

NON-FICTION BOOK SALE CATEGORIES

1. COMPUTERS, TECHNOLOGY AND SCIENCE
2. PHILOSOPHY, AND PARANORMAL
3. RELIGION MYTHOLOGY SPIRITUALITY
4. PARENTING AND EDUCATION
5. LAW AND POLITICS, TRUE CRIME
6. BUSINESS AND INVESTING
7. REFERENCE, ENCYCLOPEDIAS, DICTIONARIES, LANGUAGE LEARNING, GRAMMAR, FOREIGN LANGUAGE (Russian and Chinese may have separate categories depending on the number of items available)
8. ANIMALS AND PETS
9. HOME AND GARDEN
10. COOKING, FOOD AND WINE
11. CRAFTS AND HOBBIES
12. HEALTH, MIND AND BODY, SELF HELP
13. ART, PHOTOGRAPHY AND MUSIC
14. GAMES AND SPORTS, FISHING AND HUNTING
15. POETRY, SPEECHES, HUMOR, ESSAYS, THEATER
16. BIOGRAPHY, HISTORY AND MEMOIR
17. TRAVEL AND GEOGRAPHY

HARPER
VOYAGER
IMPULSE
FANTASY

DAN KOBOLDT

ROGUE

SciFi
Fantasy
KOBOLDT



CAMP
ALIEN



SciFi
Fantasy
KOCH



RS

Dec 19
2009

DETECTIVE ON THE HUNT

Romance
PAPPANO



BLACK NOON



WESTERN
FENADY



#1 New York
Times
Bestselling
Author

CHARLAINE
HARRIS



cold
Mystery
HARRIS

Appendix 8
BOOK SALE SUBJECTS

Subject	Sign
Animals	Animals and Pets
Architecture	Art, Photography and Music
Art	Art, Photography and Music
Astronomy	Computers, Technology and Science
Autobiography	Biography, History, and Memoir
Bible	Religion and Spirituality
Biography	Biography, History and Memoir
Building	Home and Garden
Carpentry	Home and Garden
Chemistry	Computers, Technology and Science
Children's	Picture books OR Chapter Books
Commerce	Business and Investing
Computers	Computers, Technology and Science
Cooking	Cooking, Food and Wine
Criminology	Law and Politics, True Crime
Crocheting	Crafts and Hobbies
Dictionaries	Reference etc.
Drama	Poetry etc.
Drawing	Art etc.
Earth sciences	Computers etc.
Economics	Business etc.
Education	Health-Mind and Body, Self-help
Encyclopedias	Reference etc.
Engineering	Computers etc.
Essays	Poetry etc.
Ethics	Philosophy and Paranormal

Appendix 8
BOOK SALE SUBJECTS

Etiquette	Health etc.
Fishing	Games and Sports, Fishing and
Folklore	Poetry etc.
Foreign language books	Reference etc.
Games	Games etc.
Gardening	Home and Garden
Geography	Travel and Geography
Grammar	Reference etc.
History	Biography, History and Memoir
Humor	Poetry etc,
Hunting	Games etc.
Journalism	Reference etc.
Knitting	Crafts and Hobbies
Landscaping	Home and Garden
Language	Reference etc.
Language Learning	Reference etc.
Law	Law etc.
Letters	Poetry, etc.
Literature	Poetry, etc.
Logic	Philosophy etc.
Manufacturing	Computers etc.
Mathematics	Computers etc.
Medicine	Health etc.
Memoirs	Biography etc.
Metaphysics	Philosophy etc.
Music	Art etc.
Mythology	Religion etc.

Appendix 8
BOOK SALE SUBJECTS

Painting	Art etc.
Paleontology	Computers etc.
Paranormal Phenomena	Philosophy etc.
Parenting	Parenting
Pets	Animals etc.
Philosophy	Philosophy etc.
Photography	Art etc.
Plants	Home and Garden
Poetry	Poetry etc.
Politics	Law etc.
Psychology	Philosophy etc.
Quilting	Crafts and Hobbies
Religion	Religion etc.
Roofing	Home and Garden
Science	Computers etc.
Sculpture	Art etc.
Self improvement	Health etc.
Sewing	Home and Garden
Speeches	Poetry etc.
Sports	Games etc.
Spirituality	Religion etc.
Statistics	Computers etc.
Technology	Computers etc.
Teen	Teen
Travel	Travel and geography
True Crime	Law etc.

Appendix 9
Cataloging in Publication Example

A BOSTON MILLS PRESS BOOK

© Ron Dick and Dan Patterson, 2004

First printing 2004

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of the publisher.

National Library of Canada Cataloguing in Publication

Dick, Ron, 1931-
Aviation century the golden age / Ron Dick and Dan Patterson.

Includes bibliographical references and index.
ISBN 1-55046-409-4

1. Aeronautics--History. I. Patterson, Dan, 1953- II. Title.

TL670.3.D53 2004

629.13'009

C2004-900963-X

Publisher Cataloging-in-Publication Data (U.S.)

Dick, Ron, 1931-

Aviation century the golden age / Ron Dick ; and Dan Patterson. _ 1st ed.

[288] p. : ill. , photos. (chiefly col.) ; cm. (Aviation Century)

Includes bibliographical references and index.

Summary: From the adventures in flight between the world wars, to military aviation, aerial travelers and adventurers, record setters, entertainers, air shows and aviation museums.

ISBN 1-55046-409-4

1. Airplanes _ History. 2. Aircraft industry -- History. 3. Aeronautics—History.
I. Patterson, Dan, 1953- II. Title. III. Series.

629.13'009 22 TL670.3.D52Av 2004

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Richmond Hill, Ontario L4B 1H1

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Distributed by Firefly Books (U.S.) Inc.
P.O. Box 1338, Ellicott Station
Buffalo, New York 14205

Aviation Century series editor: Kathleen Fraser
Design: PageWave Graphics Inc.

The publisher acknowledges the financial support of the Government of Canada through the Book Publishing Industry Development Program (BPIDP) for its publishing efforts.

HALF-TITLE PAGE *Roscoe Turner's Air Racer.*

PAGE 2 *A De Havilland Tiger Moth flies from Duxford into the evening sky.*

TITLE PAGE *A Sikorsky S-39, participant in the National Air Tour 2003, piloted by Dick and Pat Jackson of Rochester, New Hampshire, and Bill Thaden of Kittery Point, Maine.*

PAGE 6 *Famous Unlimited air racer Miss America casts an early-morning silhouette.*

FRONT JACKET

MAIN IMAGE *The red Italian air racer — the Macchi-Castoldi MC.72 — was built to win the Schneider Trophy, but did not compete due to development problems. This aircraft holds the standing world speed record of 440 mph set in 1934.*

BOTTOM ROW

FAR LEFT *Miss America runs up her Rolls-Royce Merlin engine.*

CENTER LEFT *A replica Boeing P-26 from the United States Air Force Museum, Dayton, Ohio.*

CENTER RIGHT *Waco Taperwing in flight.*

FAR RIGHT *Amelia Earhart's red Lockheed Vega, which she flew solo across the Atlantic in 1932.*

BACK JACKET *The reliable Wright-Whirlwind engine and one of the most famous airplanes of the aviation century, Lindbergh's Spirit of St. Louis, on display at the National Air & Space Museum in Washington, D.C.*

BOOK SALE PRICES

ADULT HARD COVER	\$2.00
ADULT SOFT COVER	\$1.00
CHILDREN'S HARD COVER	\$1.00
CHILDREN'S SOFT COVER	50¢
BOARD BOOKS	50¢
DVDs	50¢ per title
CDs	25¢ per title
BOOK/TAPE BAGS	75¢
BOOK/CD BAGS	\$1.50
LP (VINYL) RECORDS	\$1.00
PUZZLES	500 PIECES OR FEWER 50¢ MORE THAN 500 PIECES \$1.00

Appendix 11 Cashier Instructions

Answer questions about sale prices.

Count the items each customer purchases and add up total. See list below for prices.

Accept payment in cash or check.

Checks are made out to Friends of the Plymouth Library.

Separate money paid for memberships from book sale proceeds and place in marked plastic envelopes in 3-ring notebook.

Place all checks and bills over \$20 in the bottom of the cash box right away.

Give out any publicity for Library events and Friends membership.

BAG SALE:

Ensure that customers use only paper bags provided by the Friends for the bag sale. NO personal bags allowed.

Ensure that a bag purchased at the bag sale is filled only to the top of the bag – NO overfull bags.

Purchases of individual books at the bag sale is allowed. Charge the regular price for each item if total purchase comes to less than \$5.

NEVER LEAVE THE CASH BOX UNATTENDED.

BOOK SALE PRICES

Adult hardcover	\$2.00
Adult paperback (any size)	\$1.00
Children's hardcover	\$1.00
Children's paperback	50¢
Board book	50¢
Book/CD (in plastic bag)	\$1.50
Comic book	50¢
DVDs	50¢ per title
CDs	25¢ per title
LP (Vinyl) records	\$1.00
Puzzles	Fewer than 500 pieces 50¢ More than 500 pieces \$1.00

USE YOUR OWN GOOD JUDGMENT WHEN CHALLENGED ABOUT PRICES – WE WANT TO SELL THE BOOKS!

ADVISE CUSTOMERS TO CHECK CONTENTS OF DVDs AND CDs BEFORE PURCHASE

Appendix 12
Book Sale Receipt Form

BOOK SALE RECEIPT

_____ Adult hard covers @ \$2.00 _____

_____ Adult paperbacks (any size) @ \$1.00 _____

_____ Children's hard covers @ \$1.00 _____

_____ Children's paperbacks @ 50¢ _____

_____ Board books @ 50¢ _____

_____ DVDs @ 50¢/title _____

_____ CDs @ 25¢/title _____

_____ LP (Vinyl) records @ \$1.00 _____

_____ Book/CD bags @ \$1.50 _____

_____ Puzzles 500 pieces or FEWER @ 50¢ _____

_____ Puzzles MORE than 500 pieces @ \$1.00 _____

TOTAL _____

BOOK SALE RECEIPT

_____ Adult hard covers @ \$2.00 _____

_____ Adult paperbacks (any size) @ \$1.00 _____

_____ Children's hard covers @ \$1.00 _____

_____ Children's paperbacks @ 50¢ _____

_____ Board books @ 50¢ _____

_____ DVDs @ 50¢/title _____

_____ CDs @ 25¢/title _____

_____ LP (Vinyl) records @ \$1.00 _____

_____ Book/CD bags @ \$1.50 _____

_____ Puzzles 500 pieces or FEWER @ 50¢ _____

_____ Puzzles MORE than 500 pieces @ \$1.00 _____

TOTAL _____