

## Guidelines for Category Sorters

First Guideline: Have fun and enjoy your section.

Getting started: Gather information from previous sorter about organization of the shelves and subcategories. You can always change this to suit yourself. Check the printout on the bulletin board to see how many boxes were in storage in spring and fall. Ask coordinators for any supplies you need including a table, shelf label holders, etc

Displaying books on your shelves: For instance, alphabetically, by subject matter, chronologically, etc. Prioritize the items in your section, putting on the shelves those items most likely to sell first. Some items can be bundled and sold as a set. See coordinator about sets.

Shelf labels: You may use handwritten labels during sorting. **All labels used during the Sale must be printed.** Do not use handwritten labels. Do not write or paste labels directly on the shelves; use the metal or plastic label holders. Use the label maker yourself or ask a coordinator to prepare labels on the computer. When applying labels from the Label Maker to label holder, take the backing off only the top half of the tape so it may be removed easily and the holder reused.

Look inside books: Remove all bookmarks, cards, postcards, papers, money, etc. from books. Bookmarks, cards and postcards, if blank, go into a box in the rough sorting area. Money goes toward the income of the next sale, so pass it on to one of the Coordinators. Photographs or used cards should be recycled.

Missorts: Do not put missorts in the section where you think they go. Take them to the boxes in the correct categories **in the rough sorting area** as soon as possible.

Discarding books: (unsaleable – moldy, falling apart, missing pages, defaced, etc. unless valuable for some reason). Recycle bins are in the front of the building. Remove and trash plastic covers before recycling. It is illegal to sell paperbacks with cut covers, so these are either recycled or put on shelves in front of the office for volunteers to take.

Old books: Don't throw them all out – vintage books sell well. Old non-fiction books can be re-sorted in our Vintage category pre-1939.

Recently published books: Books published in the last year are offered to the library. There is a box for them in the rough sorting area. Textbooks published in the last five years are offered for sale online. There is a box for them in the office. If they have been rejected from either of these, there will be a slip saying “Not For Online Sales” in the book and/or a white reinforcement sticker on the spine. Leave this slip in the book until the sale, so it is not sent again.

Books that overlap with other sections: Discuss with that particular category sorter where they should go, always having in mind where they will sell best. They may be shelved in *both* sections. Let the Coordinators know what the decision was if it needs to be shared with the rough sorters.

Multiple copies of the same title: This is a judgment call. If you have too many copies out at first, they may not sell until later in the sale. On the other hand, a really popular item may sell out the first day, and you will miss the higher price if they aren't out.

Questionable books from libraries: Books that appear to belong to a library or school district and have not been marked “discarded” go into a box in the rough sorting area to be returned.

Collectors Corner: Books autographed by the author, or an out of date classic should be sent to Collectors Corner. If they are judged not valuable enough, they will be returned to you with a slip “Rejected by Collectors Corner.” **Leave this slip in the book**, so it is not sent to Collectors again.

Books signed by an author that Collectors Corner does not keep: There are slips in the card catalog file under the sign-in folders to put in these books, which helps to sell them earlier in the Sale.

Storage: Your books should all be packed in the same size box for ease of stacking. Please use only pepsi, bud, xerox, or banker’s boxes. Label these with a First-, Second- or Third-Out label. On the label, fill in the section name and number of books in the box for ease of counting. You can either put the boxes in storage yourself or have Rich do it for you, in which case talk to him or leave him a note on the Building Log.

Keeping up with your section: This avoids having piles of boxes narrowing the access in the aisles. If you will be away for some time, let the Coordinators know and they will find a volunteer to help. If you do not communicate with the Coordinators and the boxes stack up too much, they will have someone sort them for you.

Pre-sale count: Your section should be ready for the sale with the shelves full and labeled by the day counts are due. All hand written shelf labels replaced with printed versions in holders. If you can, count books individually, or count several shelves and estimate the rest.

Restocking during the sale: We ask that you or someone you have trained restock each day. Restocking hours are: one hour before, during, and one hour after the sale. We will also be open during regular Tuesday and Thursday hours. If you need Rich to bring out boxes, please leave him a written note in the office. Keep track of the number of boxes you bring out during the sale, noting what sells when. This information will be valuable for the next sale.

Consolidating: Once all your books are out of storage, label shelves with “No more items of this category in storage” and ring the bell! **When your storage area is empty** you may move books from the top and bottom shelves towards the middle shelves where they are more visible. Shelf labels move with them. You may be asked to consolidate shelves for another category sorter to use that space. You may also be given space elsewhere in the building if you have an extraordinary amount in storage.

Post sale count: Count your unsold items. This is your chance to note what didn’t sell and use it as a guideline for what to discard more of next sale.

*If you need help at any time or have questions ask a Coordinator.*

If these guidelines are not met, the Coordinators reserve the right to give the Category to another sorter.

Last, but not least, remember to have fun and stop to have coffee, tea or whatever, with other volunteers. We really appreciate the work that you do