

Task, Frequency, Description and Time Needed

Ad hoc Projects

Depends on project

Now and again

Examples: moving books from one section of the library to another; identifying and displaying children's books having a particular holiday theme; checking how frequently general videos circulate.

Adult Programs

Help needed before, during, and/or after the event

4-8 times/year

Examples: Creating and distributing fliers and notices, setting up and taking down seating at the event, and working with the program speak on special needs. If you would like to be on the Adult Programming Committee, please leave a note for Anne Frost.

Art/signage

Your own schedule

Seldom

Signage in the library is used to guide patrons to materials and activities. Changes in the location of materials or collections means changes in the signs that direct patrons to the new location.

Events being held in the library may require one-time-only signs. Signs are also needed for book sale announcements.

Book Sales

Help needed before, during, and/or after the event

3-4 times/year

Set-up of tables; Signs needed to identify topics and prices; Boxes of books placed on the appropriate table. Cashiers needed. During the sale, help is needed to answer browsers' questions. After the sale, tables taken down, and remaining books/materials placed in a disposal area.

Cataloging

Set schedule

Weekly

The work entails describing new acquisitions so that they can be found on the library's shelves and in the PCL catalog. The work is done using a specific computer program, and requires attention to detail, curiosity, and diligence.

Children's Programs

Variable depending on the program

Bi-weekly to Monthly

Story time for 2-5 year olds and bilingual story times for children up to age 10 occur once a month during the school year. The Summer Reading Program takes place weekly from June into August. In addition, special programs are developed and carried out during various holidays, on the library's birth date, and when specific events can be scheduled (ex, a springtime visit from

the Albuquerque 'Zoo to You' van). If you would like to be on the Children's Services Committee, please leave a note for Nancy Guist.

Cleaning

Your own schedule

Weekly or bi-weekly

Includes dusting, running the sweeper, etc. Some volunteers may wish to specialize (such as cleaning the bathroom); others may wish to pitch in on whatever is needed when they are able to come to the library.

Friends of the Library

As needed depending on the project

Periodic

The Friends are involved in library support and fundraising. There is the Auction every 18 months, and a yearly fundraising letter to Placitas area residents, and special events. The Friends carry out public relations work on behalf of the Library. Examples: A table at the Placitas Flea Market to sell raffle tickets for a donated quilt; the design, purchase, and sale of coffee mugs to support library operations; letter stuffing sessions for mailings. Friends involvement attracts volunteers with ideas, energy, and dedication to the library. Money to operate the library is totally dependent upon Friends fundraising activities.

Grant Writing

Your own schedule depending on grant agency deadlines

Periodic

For library collection purchases, furnishings, children's and adult programming, matching grants etc.

Help Desk

Set schedule

Weekly, bi-weekly or monthly

The library's only service point. Use of the online circulation system; knowledge and understanding of library philosophy and policy. Handles checking materials out and in, plus answering questions patrons may have on any topic.

Homebound Service

Your own schedule and that of the patrons served

Periodic

Available to Placitas area residents who cannot come to the library due to health or transportation difficulties. The volunteer takes requested library materials to the patron's home, brings back those that have been read or are due, and works with the patron to identify and suggest areas and works of interest.

Home-schooling Support

Your own schedule and that of the patrons served

Periodic

Supports the educational needs of home-schooled children and their parents. This is a new PCL service and will not be fully realized until the library is in its new building where the multiuse room will be able to accommodate parents who wish to bring their children to the library to use PCL materials. Needed is a small group of PCL volunteers to develop this service.

Library Board

Set schedule – usually evening

Monthly

The Board of Directors is the library's governing body, and as such is responsible for the library and to Placitas area residents; in some matters it is responsible to Sandoval County and the NM State Library. The Board sets library policy, supports library services and activities, evaluates the library Director, and via the Friends raises funds for library operations. Terms on the board are for three years and are renewable.

Maintaining Shelf Order

Your own schedule

Weekly, Bi-weekly, or Monthly

Also known as “shelf-reading”, this work is essential in order for patrons and staff to find sought-after materials in the library. A volunteer checks a particular set of shelves on some kind of regular basis ensure that all the materials in that area are in the correct call number order.

New Building Capital Campaign

As the project requires

Phase II of the library building. Volunteers who to help the PCL Board obtain individual, corporate, or foundation monies to bring the new building to the full size that is recommended for our population area: 7,000 sq feet. This space will provide for a greatly enlarged collection (adult and children's), and a much improved, larger multipurpose meeting room.

Placitas Elementary School

Your own schedule and counter-parts at the school

The School Year

The school is visited as cooperative interests arise. Volunteers are needed to provide regular sustained contact with the school.

Processing/ labeling

Variable schedule

Weekly

Item-specific barcodes are placed in each newly cataloged item, and the location label is added to the outside of the material. After processing/labeling is completed, the materials are ready to be shelved and checked out by our patrons.

Sorting/shelving

Your own schedule

Weekly

Sorting: arranging newly donated materials in areas where coordinators can review them to decide what will (not) be added to the PCL collection. Shelving: taking materials from a book

cart and placing them in the proper spot on the library's shelves so they are available for patrons to use and check out.

Village Academy Charter School (VACS)

Scheduled in concert with school officials during the school year

Weekly or Bi-Weekly

PCL is the official library for VACS. Volunteers take and bring back materials that students have requested and those the volunteers believe students might enjoy.

Web Design

Your own schedule

Periodic

The library's website is placitaslibrary.com. It covers library activities, announcements to the public, event notices, access to the library's online catalog, links to other authoritative websites, and information about the library board. Within PCL, the public access computers occasionally need new screensaver updating and design.

Young Adult Services

Variable depending on the program

Periodic

Assists in developing programs and a collection that will support the interests and needs of tweens and teens.

“Other”

This stands for “what ideas do you have that will make PCL more useful to Placitas area residents?” There certainly are services, activities, and such that we have not considered! Ideas are appreciated that help the library fulfill its mission and vision.