

Volunteer Job Descriptions

Room Monitors:

Room monitors will be assigned to one presentation room, where they will stay for the duration of their shift. Duties include:

- Know which author will be presenting in your room.
- Check to be sure that a table for book signing is set up outside the room.
- Contact a volunteer floater if there is a technical problem with equipment or if you have any other problems.
- Put an evaluation form on each seat in the room, and collect the evaluations at the end of the presentation.
- Collect and distribute pencils as needed for evaluation forms.
- Make sure the door is closed when the session begins
- Keep the presentation on schedule by helping to get the crowd settled, by prompting the person introducing the author to start on time, signaling the author with the “Start Q&A” sign after 45 minutes, and letting them know that time is almost up with the “5 MINUTES LEFT SIGN” that you’ll find in the room.
- Immediately following the presentation, thank the author and ask the audience to remain seated while the author goes to his or her signing table. Remind the audience that books are available for sale right outside the door and the author is available for signing nearby. Ask the audience: “If you’d like to talk more with the author, please wait until they have finished signing books.”
- Escort the author to his or her signing area. In the Children’s Library, Canteena, 4th Floor meeting room, and 3rd Floor meeting room, sales and signing tables will be just outside the door. For auditorium authors, sales are available just outside the auditorium door and the author will be signing downstairs in the authors’ hall in the Lower Urban Room (follow the sign). Please escort auditorium authors downstairs, using the passage through the back of the auditorium. For Lower Urban Rooms Conf. A/B and C, sales are just outside the door and the authors are all signing in the authors’ hall (follow the sign). Please escort Conf. A/B and Conf. C authors through the back doors of their presentation rooms to the authors’ hall.
- Help prepare the room for the next presentation.

Loading Dock:

These volunteers will help booksellers move books to their exhibit area.

- This will take place before the Book Festival opens to the public. Hours are from 8:00 - 10:00 a.m. The loading dock is on parking level 1 just beyond pillar D-5.

3rd and 4th Floor Guides:

Two volunteers are needed (one for each floor) to stand by the elevator and direct people to the conference rooms.

- The 4th Floor Conference Room is in the back right corner of the library. One must walk between the stacks to reach this room. The room has a glass wall facing the stacks. The entrance to the room is near the back wall.
- The 3rd floor room is in the same location, on the 3rd floor.

If you have extra time, please go up to the 5th Floor and monitor the Green Room, the room just to your left as you exit the elevators. This room is for the exclusive use of authors throughout the day. Make sure that the room is tidy and appealing. Also on the 5th Floor, ask the person at the desk to let you in the staff room, where you will monitor the ice supply in our ice chest in the kitchen. Check the dining (tables) are for refuse.

Auditorium Ushers:

Ushers will be stationed at each entrance to the auditorium. Ushers will:

- Help people to find seats so that the presentation can start on time.
- After the presentation, move the people expeditiously out of the auditorium through the **lower doors**.
- Collect evaluation forms following each presentation and put new ones out on the seats.

Floater:

Floater should stay in the Lower Urban Room, providing directions and information to visitors and to assist wherever needed. Please familiarize yourself with the building and the Festival program. If you are not busy,

please do a tour of the library and check other areas where we have no floaters, including: the Urban Room booksellers, the Children's Library, and 3rd and 4th Floor Conference rooms, and the Book Arts area in the Urban Room. If you see any volunteer-related problems, please contact Pam Bleazard at 580-3988.

Booksellers:

A volunteer will be assigned to each of our four booksellers: Barnes & Noble, Ken Sanders Rare Books, The King's English Bookshop, and Sam Weller's Zion Bookstore. Bookseller volunteers will:

- Choose a bookseller from the list of four above.
- Let Volunteer Coordinators know which bookseller you have chosen (so that can take that shop out of the choices available to others.)
- Check in with your bookseller in the Urban Room.
- Assist the booksellers by helping with crowd control in the lines during the book signings.
- Be sure that the line moves quickly and that the book is open and ready for the author to sign.
- Help move and set up books at each author signing location.

Friday Evening Authors' Party:

The Author's Party will take place in the Urban Room from 7-8:30 on Friday, October 26.

- Four volunteers are needed from 6:30 – 8:30 p.m. to assist with check-in for the authors' party. Two volunteers are needed at each Urban Room entrance.
- Check for the guests' names and check them off the list. The Library will be closed for this event and the public will not be admitted.

Rare Book Appraisals:

One volunteer will be needed from 1:00 – 3:00 pm to direct people to the 4th Floor Rare Book Room, where Ken Sanders and Tony Weller will evaluate rare books.

Canteena:

One volunteer will be needed from noon to 3:00 to direct people to this area, where young adult programs will be presented.

Set-up and Clean-up Volunteers:

There will be a variety of times that we will need volunteers to help with set-up and clean-up. Volunteers will:

- Help set-up tables, move chairs, take down, and put away tables and generally cleanup.
- We need help on: Wednesday, Oct. 24 from 7:00-10:00 p.m.; Friday, Oct. 26 from 3:00-5:00 and/or 6:00-9:00 p.m.; and Saturday, Oct. 27 from 8:00-10:00 a.m. and/or 6:00-9:00 p.m.