

## ***LOOC***

### ***Adopt-a-Shelf Program***

**L** Location:

Is the item shelved  
in the correct section  
of the Library?

**O** Order:

Is the item shelved  
in the correct spot  
on the shelf?

**O** Ownership:

Does the Library  
own the item?

**C** Condition:

Is the item in good  
condition? Does the  
section look neat  
and tidy?

Maintaining the Library's collection  
is an important responsibility.  
Visitors to the Library and Library  
staff must be able to find items  
quickly and efficiently. A neat and  
orderly appearance is also important  
because it helps create a clean and  
comfortable atmosphere.

The work done by DeWitt  
Community Library volunteers is  
indispensable in helping Library staff  
present a welcoming and  
accommodating community space to  
all Jamesville-DeWitt residents and  
out-of-town visitors.

Make a difference in your  
community. Volunteer today!



### **DeWitt Community Library**

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ShoppingTown Mall  
3649 Erie Blvd. East  
DeWitt, NY 13214

Phone: 315-446-3578  
Fax: 315-446-1955

E-mail: lfortino@onlib.org (Lauri Fortino)

**DeWitt  
Community  
Library**



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## ***LOOC***

***Adopt-a-Shelf  
Program***

**Discover a  
great way to  
help your  
Library!**

## **LOOC**

### ***Adopt-a-Shelf Program***

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Would you like to be a DeWitt Community Library volunteer? Do you have a favorite section in the Library? If so, the LOOC Adopt-a-Shelf program may work for you.

Here's how it works:

Volunteers "adopt" one section of the Library and are responsible for keeping that section organized.

Volunteers will make sure each item is shelved in the correct location and correct order and is owned by the DeWitt Community Library.

Volunteers will also check that each item in their section is in good condition and that the overall section is neat and clean.

Volunteers will

- Maintain an assigned section in the Library
- Record progress in the Library's adopt-a-shelf logbook
- Come in twice a month for at least six months
- Earn Book Sale Bucks each month and other rewards

Volunteers must be

- 16 years old or older
- Dependable
- Detail oriented
- Able to work independently
- Willing to have their names displayed in the Library (at the Library's discretion)



**Location Order Ownership Condition**

## ***Interest Form***

**If you would like more information about the LOOC Adopt-a-Shelf Program, please fill in this form, cut it off, and return it to the DeWitt Community Library.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**You may pick up a LOOC Volunteer Application form from the Library.**

**Thank you for your interest. You will hear from us shortly.**

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