



LOURDES CATHOLIC SCHOOL LIBRARY VOLUNTEERING



1. How do I get scheduled for my child's classroom library day/time?

- Email the Home and School Library Chair (Located in the LCS Directory or website) and provide:
 - Your name, phone number, email address
 - Child(ren) teacher's name, grade(s) & section(s) For example: Paul 2A
 - How often you would like to volunteer?
 - 1 x month, 1 x every three months, once a year
 - Dates that you can or cannot volunteer due to work or vacations
- The Library Chair will sign you up for your child(ren)'s scheduled library time using **Sign up Genius** www.signupgenius.com. *If you do not have an account you will be prompted to set one up (this website will not solicit you and it is free to join).*
- Once the chair has scheduled your day/time, an email will be sent to you from Sign up Genius. (If you cannot volunteer the day that you are scheduled, notify the Library Chair.)
- Two days before you are scheduled to volunteer, Sign up Genius will send email reminder.

2. What if later I find that the scheduled day/time does not work for me?

- Use the Library Volunteers Contacts sheet:
 - Directly call someone off of the sheet to see if he or she can fill in for you.
 - REPLY ALL from the email sent to you from the Library Chair and see if anyone can take the class time you are going to miss.
- Then go to **Sign up Genius** www.signupgenius.com link and switch the names on the sign up. If you have any difficulty with the site, email the Library Chair.

3. What do I do, if I cannot attend the day I am scheduled to volunteer?

- Contact the school office 563-359-3466 and let them know you cannot make it for your library class time. They will notify Mrs. Rouse, the librarian.

4. What do I do when I show up at the library to volunteer?

- Let Mrs. Rouse know if it is your first time volunteering.
- Assist with checking the children's books out via the computer at the front desk and keeping the student's voices down while they are in the library.
- Do the following when you have time and are not needed at the front desk:
 - Read to the students
 - Assist the students to find books
 - Assist with shelving books
 - The books on the metal cart need to be shelved.
 - Mrs. Rouse is always in need of help other than during your child's class time. If you are interested in assisting with reorganizing a small section of the books let her know.

Thank you again for your volunteering contribution to help make Lourdes the best school it can be for our children.