

FRIENDS OF THE UW-MADISON LIBRARIES
728 STATE STREET MADISON WI 53706
608/ 265.2505

INFORMATION FOR VOLUNTEERS
SEMIANNUAL FRIENDS' BOOK SALE, MARCH 25-28, 2009

TO: Nancy
FROM: Beth Kubly, Friends Book Sale Volunteer Coordinator
608/ 244.2662 bkubly@earthlink.net

Thank you for volunteering your time and efforts for the Friends semiannual book sale, which begins on Wednesday, March 25, 2009.

YOUR SCHEDULED VOLUNTEER WORK TIME IS:

SATURDAY MARCH 28 11:00 → finish

1. The site for the sale is Room 116 UW Memorial Library, 728 State Street, just off the publicly accessible West Corridor. Appropriate UW or Library identification is required for access to all other areas of Memorial Library.
2. Restroom locations: the Women's room is between the sale room and the State Street entrance; the Men's room is just around the corner from the entrance to the sale room.
- ~~3. Name tags will be provided when you arrive in Room 116. Please sign in and out of the volunteer notebook near the cashier's desk so we can keep a record of your time.~~
4. Don't forget to wear comfortable shoes! Also note that the room tends to be rather warm.
5. VOLUNTEERS ARE REQUESTED TO BRING SUPPLIES OF LARGE AND SMALL PAPER BAGS WITH HANDLES OR PLASTIC GROCERY BAGS FOR THE SALE. The smaller bags are needed for smaller sales.
6. Consumption of food and beverages is strictly confined by Library policy to the adjacent West Corridor. Snacks and drinks are provided by the Friends in the exit corridor near the cashier's table.
7. On Monday, March 23, volunteers will empty boxes of previously sorted books and arrange them on tables and shelves in Room 116.
8. During sale hours, volunteers will monitor the entrance and exit doors to Room 116 and will straighten up books on the display tables and shelves. Volunteers are welcome—and encouraged—to purchase sale books at any time at the "Thursday/Friday" prices given below, except for books marked with "special prices." A \$50 limit has been set for volunteers purchasing books in the period before the sale opens to the public.
9. Payment for book sale purchases must be by cash or check made out to FRIENDS OF THE UW LIBRARIES. *We are not authorized to accept payment by credit card.* Sales taxes are deducted from the total sales.

Over..... 

10. A special "Preview Sale" with a \$5.00 per person admission charge will be held from 5-9 PM Wednesday, March 25. Identifying yourself as a Book Sale Volunteer will give you free admission to the Wednesday evening sale, even if you are not working at the sale at the time. Prices for the Preview Sale are:

Hardcover books \$5.00
Paperback books \$2.00
Unbound periodical 25¢ per copy

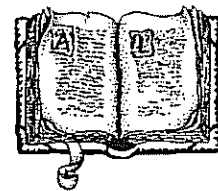
11. Regular sale hours will be: Thursday & Friday, March 26 & 27, 10:30 AM-7:00 PM. Prices on these days are:

Hardcover books \$3.00
Paperback books \$1.00
Unbound periodical 25¢ per copy

12. The "\$3.00 a bag" sale will be held on Saturday, March 28, from 10:30 AM to 1:00 PM. Anything left over is free between 1:05 and 2:00 PM. The brown paper grocery bag is the "standard \$3.00 bag" for the sale. Buyers are encouraged to bring their own, but we will sell grocery bags for \$1.00. The bag fee is paid at the same time as the book payment. All publicity carries the information about "bring your own bags or buy them at the sale."

THE FRIENDS OF THE UW-MADISON LIBRARIES

sponsors lectures, provides grant-in-aid to visiting scholars and assists many campus libraries in developing their collections and resources through our grants program. Our book sales are the Friends' principal source of income.



Books and journals offered at these book sales are duplicates or discarded copies from UW libraries or have been donated by university faculty, staff, students, and many non-university friends in the area. All items for sale have been reviewed by library staff for possible addition to the library's collections.

If you, your family, or friends have books to donate to a future sale, please contact Friends' liaison, Tom Garver, at 608/ 265.2505 or friends@wisc.edu

Our previous semiannual sales have been consistently successful due to the time so generously provided by volunteers.

OUR THANKS TO ALL OF YOU FOR HELPING US WITH OUR IMPORTANT TASK!