

# Open Air Library Roles and Responsibilities for NEW Volunteers

Open Air Library is a free program that encourages and models the importance of reading together, sharing ideas, books and literacy-related resources in a relaxed and accessible outdoor space for all ages.

Open Air Library is sponsored by Saanich Peninsula Literacy in partnership with The Town of Sidney, Peninsula "1000 X 5" Children's Book Recycling Project, Peninsula Connections for Early Childhood, Public Libraries, Sidney Girl Guides and many others.

## Volunteering

As a volunteer you are helping to build community and promote literacy. Representing Saanich Peninsula Literacy (SPL) and your literacy organization you have an opportunity to promote our work and yours.

- You can volunteer by signing up for one or multiple dates, making choices that work within your summer schedule. Dates include: July 2, 9, 16 & August 6, 13, 20. 2019
- When you volunteer at SPL's Open Air Library (OAL) you commit to 3 hours, on a Tuesday during July and August.

## Volunteer responsibilities:

- Volunteering time is 9:30 - 12:30 pm
- Check-in with Program Lead for oversight and mentoring
- Access props and resources from storage locker (tent, table, chairs, sign, suitcases full of books, blankets)
- Set-up: tent, table, chairs and lay out blankets and books
- Greet people coming to OAL
- Make public feel welcome by describing the purpose of OAL and how it works
- Introduce yourself as a part of volunteer from your organization working in partnership with Saanich Peninsula Literacy
- Answer questions about taking books home and bringing back donations
- Encourage people to sign the guest book and provide a comment.
- Clean-up: return books to suitcases based on book type, fold-up blanket (may need to be turned over and dried), dismantle and pack up tent, fold up chairs.
- Return props and resources to storage locker
- Provide feedback, participant comments and stories to Program Lead. For example, "A local author brought one of her novels and one of her husband's novel to be shared at the Open-Air Library."

## About Open Air Library

### How it works

Everyone is welcome at the Open Air Library. Chairs, picnic blankets and a shade tent are in place for the public to use. Books are laid out and organized by broad reading level. Everyone is invited to browse, select a book or two and stay and read. Everyone is welcome to take home 1 book.

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## Book Donations

You will be asked if books can be donated to the OAL. Yes! We will gladly accept books for all reading levels. We cannot accept books that are smelly or damaged, text books, or non-fiction over 20 years old.

## Feedback

OAL continues to be innovative because of the feedback we receive. The program lead will be interested in learning

- What types of books people are reading
- What types of books they are looking for (did they find it or is this a gap?)
- What people are saying about their experiences

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### Program Lead

Lock storage room, provide oversight to volunteers, place OAL signs, set-up welcome table, provide support with Booksmack event technology,