

BOOK SALE VOLUNTEER ROLE: SET UP & TEAR DOWN DUTIES

Thank you for volunteering!

Set-up and tear-down are essential to the success of the Rotary Club of Nanaimo's Book Sale. Much of this work is physical and may involve lifting and moving boxes filled with books, setting up or taking down tables, and moving boxes throughout the mall.

There are also some lighter-duty tasks, such as putting up or removing signs, collecting cardboard and empty boxes, and helping keep work areas organized.

The Set-Up/Tear-Down Captains provide direction and assign work during these shifts. If you have any lifting or mobility limitations, please let your Captain know so you can be assigned work you can do safely.

WHEN YOU ARRIVE

- Please arrive a little before your scheduled shift whenever possible.
- Meet at Centre Court for a group orientation.
- Wait to be assigned to a section and Captain who will provide you with specific direction throughout your shift.

WORKING SAFELY

- Work in pairs, or with additional help when needed, when moving tables, boxes of books or other heavy items.
- Do not lift or carry anything that is too heavy for you.
- Ask for help whenever needed.
- Pallet jacks and other equipment are operated only by designated volunteers.
- Keep aisles and work areas as clear as possible.
- Before lowering a pallet, make sure everyone's feet are safely clear.
- Follow any safety or access instructions provided by the mall or your Captain.

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TABLE SET UP SHIFTS

Table Set-Up happens before the books are brought out from the sort room. The goal is to make sure the correct number of tables are safely set up in the correct locations so the book boxes can be placed efficiently during Book Set-Up.

SETTING UP THE TABLES

- Follow the **floor layout map** for your assigned section.
- Make sure the **correct number of tables** is placed in the correct position as shown on the map.
- Work in pairs. The tables used in the Fiction section are particularly heavy.
- **Double-check that every table leg is fully locked in place.** The legs do not always lock automatically when the table is opened.
- Tables that are back-to-back or positioned against a wall need to be left **a few inches away from each other or the wall** so there is enough room for the boxes.
- **Keep noise to a minimum** and do not drag the tables along the floor as the stores in the mall are still open at this time and we need to be respectful.

SECTION SIGNS

- Place the appropriate section signs on the tables as shown on the floor layout.
- Signs help identify **where each section begins and ends** and are important for making sure boxes are placed in the correct locations during Book Set-Up.
- Check with your Captain if you are unsure where a sign or section belongs.

BOOK SET-UP SHIFTS

Book Set-Up happens after the tables are in place and the boxes of books are brought out from the sort room.

The goal is to get the books safely onto the tables and organised so shoppers can easily see what is available when the sale opens.

MOVING BOXES SAFELY

Only designated volunteers may move pallets or operate pallet jacks.

Depending on your assigned section, boxes will be moved in one of two ways:

- **Pallet to table:** remove boxes by hand from pallets that have been delivered near the appropriate tables and place the boxes on the tables.

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- **Pallet to cart to table (non-fiction only):** remove boxes from the pallets in the sort room, load them onto carts, wheel the carts to the appropriate section of the mall, and place the boxes on the tables.

Please take particular care on the mall ramps:

- Move slowly when pushing or pulling carts up or down a ramp.
- Make sure boxes are stable and cannot fall from the cart.
- Do not overload carts.
- Anyone operating a pallet jack down a ramp must have a spotter.
- Only volunteers designated to operate pallet jacks may move them.

PUTTING BOXES ON THE TABLES

This is one of the most important parts of Book Set-Up: **all book titles must face forward so shoppers can easily read them.**

As you place boxes:

- Make sure the spines and titles face forward, towards the shopper.
- Place larger boxes towards the back of the table and the shorter boxes towards the front of the table.
- If there are more boxes than will fit on the table, place the extra boxes under the table, again with the titles facing forward.
- Keep the table organized so shoppers can easily see what books are available.

Do not place or leave books on top of the boxes. Books sitting on top make it difficult for shoppers to read the titles in the boxes.

If books have been placed on top, place them upright in available spaces between boxes where they can be easily seen.

Ensure that the overall display of the books is neat and accessible.

KEEPING BOOKS IN THE RIGHT ORDER

Fiction

- Fiction is organized alphabetically by the **author's last name.**
- Use the labels on the boxes to help place them in the correct section.
- Insert the appropriate alphabet signs as you work so shoppers can easily see where each letter section begins.

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Non-Fiction

- Non-fiction is organized by category.
- Boxes are labelled with stickers identifying what is in the box.
- Use these labels to make sure each box is placed in the correct category.
- Insert the appropriate category signs as you set up each section so shoppers can easily identify what is available.

If you are unsure where a box belongs, ask your Captain before placing it.

SET UP SHIFTS - A FEW IMPORTANT REMINDERS

- **Make sure all book titles face forward.** Before moving on, double-check that every box has been placed the right way around so shoppers can easily read the titles.
- **Do not place books on top of the boxes.** Keep the display clear so all books are visible and easy to browse.
- **Follow your Captain's direction.** Stay with your assigned section and complete the work as directed.
- **If you are not sure, ask before moving or placing something.**
- **Do not lift or move anything that is too heavy for you.** Ask for help or let your Captain know so you can be assigned another task.
- **Only designated volunteers may operate pallet jacks or move pallets.** A spotter must be used when taking a pallet jack down a mall ramp.

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TABLE TEAR DOWN SHIFTS

STARTING TEAR-DOWN

- Do not begin tear-down until the Book Sale has officially closed and your Captain gives the direction to begin.
- Be respectful of last-minute shoppers and give them room to browse while preparing for tear-down.
- Wait for your Captain to assign your section or task before beginning work.

PREPARING BOOK BOXES

Boxes need to be packed so they can be safely moved, stacked on pallets and stored. Only the boxes not marked for discard are prepared to be returned to storage for the next sale.

- Make sure book titles are facing the same direction.
- Tighten books within each box so that the contents are secure.
- Fill empty spaces in the centre of the box, using as much room as possible, and moving books between boxes to create the tightest fit without overfilling.
- **For large fiction and non-fiction in short/strawberry boxes:** put hardback books of approximately the same height in each of the four corners.
- **Non-fiction only:** If the large box is taller than the books in it, place extra books flat on top to create a level surface for stacking.
- **Non-fiction only:** Ensure the books are all of similar height in the flat boxes and move any books that are too tall to allow for stacking into the larger boxes.
- If a box is only partially full, set it aside to be returned to the sort room.
- Place any empty boxes under the tables or to the side.

MOVING BOXES TO PALLETS

- Once a box has been tightened and is ready to move, take it from the table to the pallet designated for that section of books.
- Place boxes carefully on the pallet so they are stable and can be stacked securely.
- Check that each layer is stable and no boxes are hanging over the edge before adding more boxes.
- Put cardboard between the layers of boxes as appropriate (every 2 layers for non-fiction and large fiction, 3 for pocketbook).
- Only put boxes that are not marked for discard onto the pallets.

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EMPTYING BOXES TAGGED FOR DISCARD

Some boxes remaining at the end of the sale will be marked with **colourful tape or a Post-it note** to show that they are designated for discard. Discard books are placed into a Gaylord (large bulk box) for collection by Zoom Books, our third-party book reseller.

- **Do not tighten these boxes or place them on the regular book pallets.**
- Only empty boxes that have been clearly marked for discard. If you are unsure, ask your Captain before proceeding.
- Discard books are placed into a **Gaylord** for collection by Zoom Books, our third-party book reseller.
- Gaylords must always be placed on a **wooden pallet, never a plastic pallet.**
- To empty a tagged box:
 - Lift and carefully empty the books into the Gaylord, then set the empty box aside; or
 - If the box is too heavy, transfer the books by hand in smaller amounts.
- Handle the books carefully. They need to remain in good condition for resale.
- **Do not overfill.** Leave enough room for the lid to be securely placed on top.
- Set empty book boxes aside for collection.

TAKING DOWN THE TABLES

Once the books and boxes have been removed from a section and your Captain gives the direction to proceed:

- Collapse and stack tables as directed.
- Tables will be moved by carts by assigned volunteers.
- Move tables to the designated on-site storage area as directed by your Captain.

COLLECTING & ORGANIZING EMPTY BOXES

Some volunteers will be assigned to collect the empty book boxes as sections are cleared during Tear-Down.

- Collect empty boxes from the tables and surrounding areas as they become available.
- Take the empty boxes to the designated room near Centre Court.
- Organize the boxes so they can be easily found and reused for the next sale.

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- Fiction boxes should be grouped alphabetically according to the letter or alphabetical grouping shown on the box.
- Non-fiction boxes should be grouped by category according to the label on the box.
- Keep boxes from different alphabetical groupings or categories separate.
- Stack boxes neatly and securely in the designated area.
- If you are not sure where a box belongs, ask before placing it.

TEAR DOWN SHIFTS - A FEW IMPORTANT REMINDERS

- **Do not begin tear-down until the Book Sale has officially closed** and your Captain gives the direction to begin.
- **Follow your Captain's direction** and stay with your assigned section or task until the work is complete.
- **Work safely and ask for help with anything that is too heavy.** Only designated volunteers may operate pallet jacks, and a spotter must be used on mall ramps.
- **Check before moving books.** Boxes marked for discard are handled separately and must not be tightened or placed on the regular book pallets.
- **Make sure packed boxes are stable and ready for safe stacking** before moving them to the designated pallet.
- **Do not leave until your Captain confirms that your team's work is complete**

Thank you for volunteering your time and energy to help make the Rotary Club of Nanaimo Book Sale a success. Your help with set-up and tear-down is essential to getting the sale ready for our shoppers and safely packed up when the sale is over.