

BOOK SALE VOLUNTEER ROLE: CULLING & TIGHTENING DUTIES

Thank you for volunteering!

Culling and tightening are important final steps in the Rotary Club of Nanaimo Book Sale. This work helps ensure that the books we keep are in good condition, that excess or unsuitable books are removed, and that remaining books are safely organized and packed for storage and the next sale.

Some of this work takes place while the Book Sale is still open. During sale hours, shoppers remain our priority. When you are wearing a Rotary apron, you are representing the Rotary Club of Nanaimo, so please continue to be friendly, welcoming and ready to help.

WHEN YOU ARRIVE

- Go to the cashier table at Centre Court
- Sign in on the volunteer sign-in sheet
- Report to the Captain for your assignment
- Wear a Rotary apron during sale hours
- Cull only in the section or category you have been assigned

CULLING BOOKS

Culling is done before the final tightening of the boxes. The goal is to remove books that should not be carried forward to the next sale and to reduce unnecessary duplicates.

1. BOOKS FOR DISPOSAL

Books should be removed for disposal if they are:

- Damaged, torn, stained or otherwise in poor condition.
- Not suitable for resale.
- Otherwise identified for disposal based on the category being reviewed.

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Place these books in the **designated disposal boxes**. Damaged books are ultimately disposed of and should not be mixed with books being set aside for Zoom Books.

2. BOOKS FOR ZOOM BOOKS

Zoom Books is our third-party reseller. Books being set aside for Zoom must:

- Be in **good, saleable condition**.
- Have an **ISBN/barcode that can be scanned**.
- Otherwise meet culling criteria for removal from our regular inventory.
- When culling duplicate titles, leave a **maximum of three copies**.
Excess copies that are in good, saleable condition and have a scannable ISBN/barcode should be set aside for Zoom.

Zoom books stay in the regular Book Sale boxes on the tables, such as the orange or strawberry boxes.

- Fill designated boxes with books being set aside for Zoom.
- Clearly mark each Zoom box with the **coloured tape or Post-it note provided**.
- Leave the marked boxes on the tables for the remainder of the sale and removal by the Tear-Down team.
- Do not move marked Zoom boxes to the regular storage pallets.

The Tear-Down team will later empty the books from these clearly marked boxes into the Gaylords for collection by Zoom Books.

NON-FICTION CULLING

Non-fiction culling is completed by volunteers selected in advance who are knowledgeable about the category they are assigned to review. This helps ensure that worthwhile books are retained and that decisions take into account the subject matter and usefulness of the books.

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- Cull only within the non-fiction category you have been assigned.
- Identify books for disposal or Zoom using the guidelines above.
- Remove excess copies of the same title leaving a maximum of 3.
- Maintain the existing category and subcategory organization.
- If you are unsure whether a book should be removed, keep it and ask before making the decision.

TIGHTENING BOOKS

Tightening begins toward the end of the sale, once culling has been completed and as directed by the Floor Manager or Captain. The goal is to consolidate the remaining books so the boxes are secure and ready for Tear-Down.

While the Book Sale is still open, shoppers remain our priority. Give them room to browse and do not begin tightening an area if it will interfere with customers.

As you tighten:

- Remove empty boxes and set them aside in the designated location.
- Consolidate books into fewer boxes, keeping fiction within the same alphabetical grouping and non-fiction within the same category.
- Fill empty spaces in the centre of the box so books are secure and the box does not bow outward.
- Keep book titles facing the same direction.
- Do not overfill boxes.
- Place hardback books of approximately the same height in the four corners of short/strawberry boxes to support stacking.
- For taller boxes, place additional books flat on top when needed to create a level surface for stacking.
- Do not use books set aside in marked boxes for Zoom to tighten boxes been kept as inventory. Ensure these books are kept separate.

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- Do not tighten Zoom boxes as the books are transferred to a larger box for transport.

A FEW IMPORTANT REMINDERS

- **Follow the direction of the Floor Manager or Captain.** Do not begin full tightening until you are asked to do so.
- **Shoppers come first while the sale is open.** Give them room to browse and continue to assist them when needed.
- **Culling has two destinations:** disposal or Zoom. Make sure each book goes into the correct place..
- **Do not mix categories or alphabetical groupings** when consolidating books.
- **If you are unsure whether to cull a book,** keep it and ask.
- **Keep Zoom boxes clearly marked** and on the tables so the Tear-Down team knows they are handled separately.

Thank you for volunteering your time and care at this important final stage of the Book Sale. Your help with culling and tightening ensures that the books we keep are properly organized and safely prepared for storage, while other saleable books can continue to generate value through Zoom Books.