

THANK YOU!

If this newsletter has been sent to you it's because you have signed up to work at the Friends of the Library Booksale. We always find it difficult to express just how very much we appreciate you, our generous Volunteers.

Booksale is **totally** a Volunteer effort, and there is no way we could pull it off without your support. Thank you so much!!

GENERAL INFORMATION:

PARKING: The Booksale is held in the Oklahoma Expo Building (cream with brown trim) at the State Fairgrounds at NW 10th Street. Free parking is available and you may enter the building through the main doors on the east side.

Dress: Be comfortable, yet be aware that you will encounter dust and dirt. There is a small rack for hanging jackets.

Valuables: We ask you to keep money and keys in your pockets or a fanny pack and to leave other valuables locked in your car or trunk.

Arrival: When you enter the OK Expo Building, you will come to the far southwest corner to sign in and make a name tag. Further instructions will be available there, depending on your job area. Please remember to come back and check out at the end of your shift.

Restrooms: At the back (west side) of the large room there are doors leading to the restrooms. There are also public restrooms at the far end (south) of the large lobby hallway that leads to the Collectors' Choice area.

Telephones: There is a pay phone near the restrooms at the back (west end) of the main room.

Emergencies: Report health emergencies to the Safety Volunteers located at the Volunteer Sign-in Table in the southwest corner. In case of fire, remain calm and direct shoppers to the nearest exit as quickly as possible. Volunteers nearest to the large overhead doors should push the button to open those doors. In the event of a tornado, take cover in the rest rooms. Avoid areas with glass.

Shopping: We ask that you not shop during your shift. You may shop any other time, but please remove your Volunteer apron while you're shopping.

Refreshments: We make an effort to see that every Volunteer has water and snacks. We welcome suggestions as to how to better facilitate that.

NO SMOKING: Smoking is permitted outside only. Absolutely NO SMOKING is allowed IN the Booksale.

Information regarding specific assignments (Move-in, Move-out, Set-up, Cashiering Floor, Customer Service, etc. will be on site)

SUPERVISORS

Committee Chairs should be wearing Booksale T-shirts and Booksale theme name badges making them easier to spot in the crowd. Your leaders are

Event Co-Chairs:

Joe McReynolds and Larry Willrath

General Floor:

Carol Miressi

General Customer Service:

Kay Samaripa and Gary Mixon

General Cashier:

Joe McReynolds and Watzell Carlson

Move-In:

Jerry Toland

Move-Out:

Joe McReynolds and Jerry Toland

Safety:

Amelia Davis

Holding:

Roy Zumwalt

Collectors' Choice Cashier:

Rebecca Thompson

Collectors' Choice Floor:

Enda Burroughs and Judy Long

Security:

Clarence Powers

Volunteers:

Jo Duncan and Sue Fellers

THURSDAY NIGHT VOLUNTEER SHOPPING:

5:30 to 7:30 p.m. for volunteers working Move In/Out, 8 hours of Set-up, Friday night or two shifts on Saturday or Sunday.

THURSDAY NIGHT GUIDELINES FOR VOLUNTEER SHOPPING

Shopping IS limited – please read on for specific guidelines

This special limited shopping night was created to reward volunteers who meet at least one of the following criteria:

- & Work all day on Move-in Day or Move-out Day.**
- & Work a minimum of (8) hours on Monday, Tuesday and/or Wednesday of Set-Up week.**
- & Work Friday Night as a volunteer at the Member pre-sale event.**
- & Work (2) **shifts** on Saturday or Sunday of Booksale.**

The Volunteer Shopping portion will be held **Thursday, February 18, 2010** from 5:30 p.m. to 7:30 p.m. in the Made in Oklahoma Building at the State Fairgrounds. Admittance will be through the plaza entrance.

A roster will be compiled of all eligible shoppers (*i.e. volunteers who have satisfied one or more of the above requirements*), and **ONLY** those names appearing on the roster will be admitted. **SORRY, NO SUBSTITUTES.**

You will be given two tickets of different colors, one for Collector's Choice and one for General Area. When you are ready to check out you will be asked for your ticket. You will be able to go through the line and pay one time on each side.

NOTE: *If you plan to shop in both the General Area and Collector's Choice and plan to pay with a check or purchase order, you must bring (2) separate types of payments; one to be used in each area. You will not be able to use (1) check to pay for books being purchased from the two areas. We accept cash and checks only.*

The Booksale Committee requests that you follow these
SHOPPING GUIDELINES

GENERAL AREA

Please limit your book purchases to twenty-five (25). These should be selected from various categories.

Do **NOT** separate book sets or magazine bundles.

- There will be a limit of (3) books purchased from a single category.
- One encyclopedia set may be purchased per family (*you may be asked to sign for them at checkout*). Sets consisting of both micro and macropedia are considered one set. A set is counted as one book.
- One reference set may be purchased.
- One bundle of magazines counts as one book; there are 12 magazines per bundle. There is no limit to the number of loose magazines that may be purchased.
- Contents of boxes containing sets (or partial sets) are usually marked on the box along with the price of the box.
- Two books tied together are \$1.00 each, a total of \$2.00. NOT \$1.00 for both.

COLLECTOR'S CHOICE

Limits are a total purchase of (10) books with a maximum of (3) from any single category.

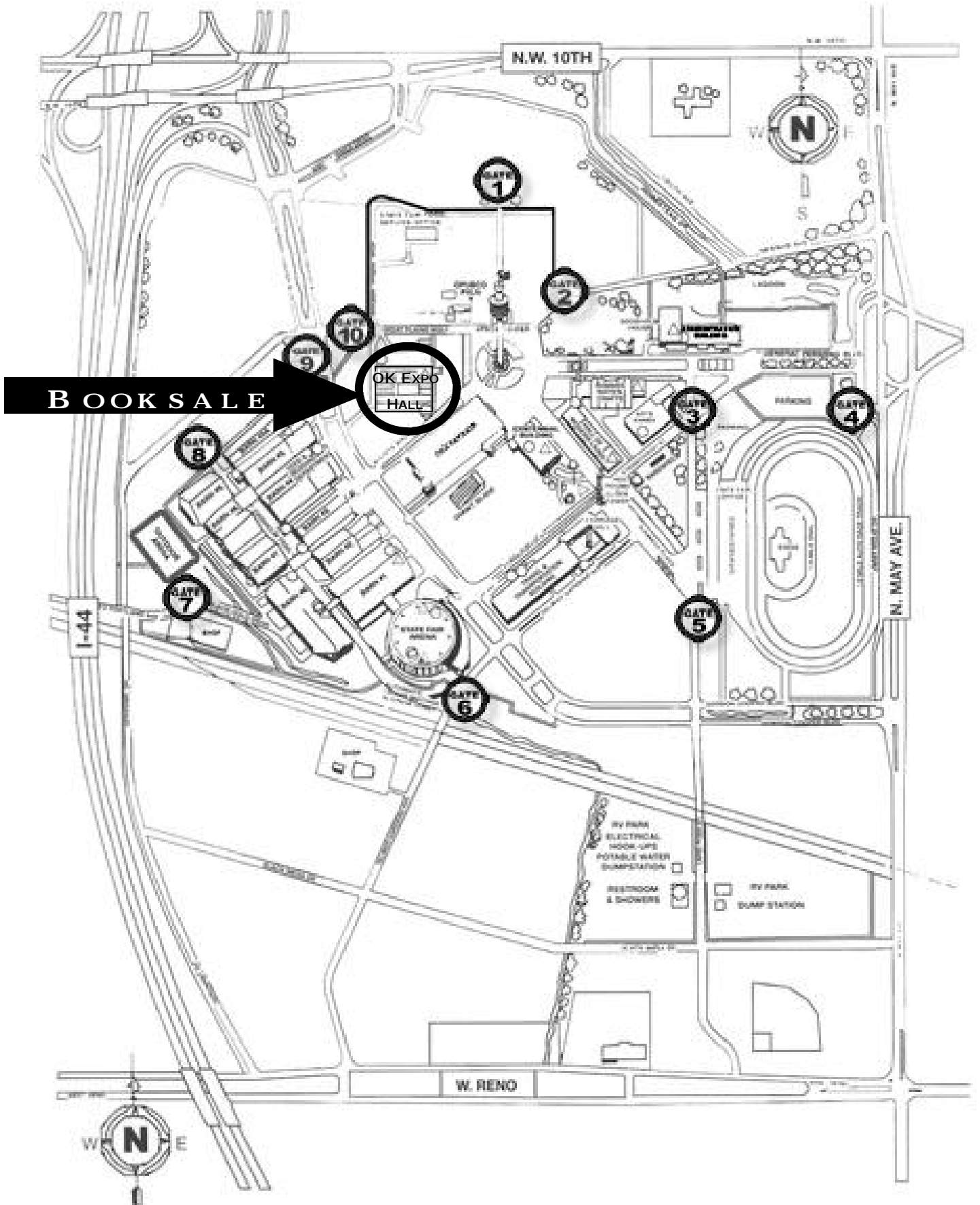
HOLDING AREA

The Holding Area will NOT be staffed Thursday night. Books placed in the Holding Area is done at the shopper's own risk. Shoppers will be responsible for their own purchases.

NO EXCEPTIONS WILL BE MADE TO THESE GUIDELINES –

We thank you for your understanding and cooperation.

PARKING & GATES

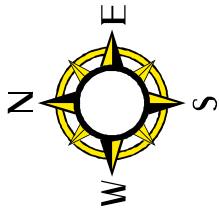


Volunteer Entrance

Restrooms

Oklahoma Expo Building

Volunteer Check-in!



Volunteer Entrance

Walkway to Collector's Choice

Holding
Check Out

Express Check Out