

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION May 2017

TITLE: Donations Manager

TERM: Appointed for 1 term annually

DUTIES:

- Manage and supervise the donation room area of the Davis branch library
- Donations
 - Disposition contacts regarding donations
 - Arrange for delivery of donations
 - Offer receipt
- Oversee Sorting
 - Sort books into established categories by subject matter
 - Pull lower value books for resale to Better World Books
 - Select books to donate to local groups (e.g., schools, STEAC, jail, Davis branch, 4th and Hope)
 - Pull old and worn books to discard
 - Pull and price books for Better Books category
 - Select and supervise sorting assistants
- Attend all Board meetings and report on donations
- Other duties related to Donations as designated by the elected officers