

# **FRRIENDS OF SMYRNA LIBRARY**

## **ADOPT-A-SHELF PROGRAM**

THE FRIENDS OF SMYRNA LIBRARY IS STARTING A PROGRAM THAT WE WOULD LIKE TO OFFER TO OUR MEMBERS. MEMBERS CAN ADOPT A SHELF/SECTION OF BOOKS THAT THEY WILL BE RESPONSIBLE TO MAINTAIN. THIS PROGRAM IS SIMILAR TO ADOPT-A-HIGHWAY PROGRAM.

**HERE ARE THE REQUIREMENTS OF ADOPT- A -SHELF PROGRAM:**

- 1. BE A CURRENT PAID UP FOSL MEMBER**
- 2. MAKE AN APPOINTMENT TO BE TRAINED IN HOW THE SMYRNA LIBRARY ORGANIZES THEIR DIFFERENT COLLECTIONS THROUGHOUT THE LIBRARY. YOU'LL LEARN HOW TO READ THE SHELVES TO MAKE SURE THE ITEMS ARE IN THE CORRECT ORDER AND PUT MISPLACED ITEMS IN THEIR PROPER PLACES AND LINE UP THE ITEMS EVENLY AT THE FRONT EDGE OF THE SHELF.**
- 3. ONCE TRAINED, YOU MAY CHOOSE A CERTAIN SHELF/SECTION OF BOOKS THAT WILL BE YOURS TO KEEP ORGANIZED AND STRAIGHTENED UP. IT'S UP TO YOU WHEN YOU COME IN AND HOW OFTEN YOU WANT TO STOP BY YOUR SHELF/SECTION TO KEEP IT ORGANIZED.**
- 4. NO APPOINTMENT IS NEEDED FOR THIS ONCE YOU HAVE BEEN TRAINED. IT'S ON YOUR SCHEDULE BUT AT THE SAME TIME YOU WILL WANT TO COME IN OFTEN ENOUGH TO KEEP YOUR SHELF LOOKING SHARP.**
- 5. ONCE YOU HAVE BEEN IN THE ADOPT- A- SHELF PROGRAM FOR 6 MONTHS AND YOU CHOOSE TO CONTINUE IN THE PROGRAM, A SPECIAL PLAQUE WILL BE PLACED IN YOUR HONOR ON THE SHELF THAT YOU HAVE ADOPTED.**