



Sorter Training 2026

Sorter Coordinator: **Christine Hassan**.

Sorting Working Group ("Pink Aprons"): **Jennifer Cranfield, Francine Poissant, Regan Avis, Lorraine Weir, Lynda Davenport and Lucie Poulin-Mackey**. At least one of these volunteers will be present at each shift wearing a bright pink apron and/or shirt.

Parking

- 26 spaces are available at the Bamco site facing Massey Road. **The 12 slanted parking spaces against the Bamco building between Bamco and NAPA are off limits**. If possible, carpooling or public transit is suggested. I will update you on parking as more information becomes available.
- Keep any valuables locked in your vehicle or carry them with you.

Sorting Shift

- Upon arriving, please initial your name in the binder and pick up your name tag from the rack. There are separate binders for Sorters and Super Sorters. If your name is missing from the sheet or no name tag is available, please contact Christine (sorting@fgpl.ca). Please wear your name tag and return it at the end of your shift.
- Plain aprons are available in the back if you would like to use one. You may hang umbrellas, coats and any non-valuable items in the hall in the back.
- The warehouse will reflect the outdoor temperature. Please dress accordingly. Avoid wearing bright pink as we use this colour for supervisors. Wear closed toe, comfortable footwear – the floors are cement and are hard on the back.
- Bring a water bottle. There will be a break midway through the shift. We will be providing juice, water and cookies.
- When sorting, empty the bags first please. Next do the open boxes. Try to work from the front of the row of boxes to the back of the row of boxes and please empty your box completely before starting another. Please do not leave loose books on top of the boxes, especially at the end of a shift. Place any loose books back into an empty box. This makes it easier for the Donations people to bring over and stack more boxes of books.

- When Donations people come by with boxes, **DON'T CUT IN FRONT OF THEM AND PLEASE, GIVE THEM SPACE!** The carts and boxes are **HEAVY!!!** If you really need to pass by them, go behind, rather than in front of them.
- Empty bags are folded and put in boxes labelled “Bags” at the ends of the sorting train. Place empty boxes under the sorting train tables. Before your break and at the end of the shift, please take some of the boxes to the box disposal corner, which will be indicated during training. Do not break them down.

Diversion

- Disposal is now called Diversion as we try to divert as much as possible from the landfill. There will be two Sorter Diversion Carts (with yellow signs). Place any books that you feel are not acceptable for the sale in one of these carts.
- Super sorters will review these books and place them in carts that go directly to Diversion (with green signs).
- Diversion has a free “B” book table for volunteers and charities – a great way to find material for your local Little Library! You may take as many as you want. Just fill in the information on the clip board at the end of the section. Any remaining “B” books will be given to FUNDrive. If books are in very poor condition they will be recycled or go to the waste stream.
- Do not feel bad about “rejecting” a book as it will be checked many times before being discarded.

Items That Go Automatically into the Sorter Diversion Cart

- Readers Digest Condensed Books
- Magazines (place them carefully in the cart – we often have individuals who will take them). Children’s magazines, such as Owl, go to the Children’s boxes and pre 1960 magazines in excellent condition go to Vintage/Special
- Cassette tapes
- VHS tapes
- Books on tape
- Advanced reading copies
- Booklets that have no spine (except for local or regional history, spiral bound cookbooks, craft pattern booklets and sheet music)
- Encyclopedias
- Books with lots of underlining and highlighting (a little is acceptable).
- **Please note: We are accepting music CDs this year!**

Marketing Boxes

These will be on either end of the sorting train. Marketing will have a table with a prize wheel at the farmer's market this year. They would like us to set aside empty journals; "small" books (not small "Other Language" dictionaries and phrase books – we sell those); empty photo albums; toys; art kits; tarot cards – any non-book item that comes in and will not be used for the sale. If the item is not suitable for a prize (i.e. damaged), please put it in the Sorter Diversion cart NOT on the free table in Diversion.

- There will be a list of these items on the wall for you to refer to if you are not certain what should be diverted.

Sorter Tasks

- Determine if we keep the book for the sale.
- Look at top of the book, bottom and sides for spots of mold and/or dirt. Flip through the book to determine if it is dirty, torn, or is very yellow. Notice if it smells musty or smoky. Please discard if any of these apply.
- Discard books with a split spine, missing or loose pages, as well as those with excessive underlining or highlighting.
- Remove any bookmarks, pieces of paper, gift cards, Canadian Tire money, cash (someone found over \$200 in a book last year – this became an inadvertent donation to the book sale) and other miscellaneous items.
- Bookmarks can be placed in the small plastic boxes you will find along the sorting train. If you find a nice one that could be used as a Marketing prize, please leave it in the envelope marked "Bookmarks" on my desk. If you need a bookmark, feel free to help yourself to one from the ones remaining in the plastic boxes.
- Do not remove dust jackets even if they are damaged.
- Please go easier on the books at the beginning of sorting as we do not know how many books will be donated. We will start culling further when we receive sufficient donations.
- If the book is acceptable, please place it flat in the correct box on the sorting train. If a box becomes full, the books can be placed on the table in front of the box until a Super Sorter is available to take them.
- We do not censor books according to content.

- We have carts for **Media** (vinyl records, graphic novels, DVDs, CDs – yes, they are back - board games, computer games, jigsaw puzzles), **Vintage/Special**, as well as **Cookbooks**. Place these materials directly in the appropriate carts.
- **Children's** - All Children's and Young Adult books go directly into the banker's boxes on the table by Children's no matter the condition; we do not sort them.

If you have any questions, ask a fellow sorter, a super sorter (orange name tags), or a "Pink Apron".

Deciding Where to Put the Book

- **Adult Fiction** – all hard cover and trade paperback novels go in the boxes according to author's last name (i.e. Mary Higgins Clark is under Clark). When in doubt, check the publication date page, or ask a Super Sorter.
- Please place **ALL** mass market paperbacks in the Mass Market boxes on the sorting train. They are often damaged if placed in with the bigger books. There is a template on either side of the mass market boxes. Books that fit within this template are mass markets. If they are bigger, they are trade paperbacks.
- Fiction also has boxes for **Large Print** (both fiction and nonfiction), **Short Stories** (stories both by multiple authors or by one author, such as Stuart McLean), **Canadian, Eh?** (fiction only) and **Plays and Poetry**. The **Sci Fi/Fantasy**, **Mystery** and **Thriller** (new this year) boxes are for trade paperbacks and hard covers only. **TO AVOID DAMAGE, PUT ANY MASS MARKET BOOKS FROM THESE, AND ALL CATEGORIES, IN THE MASS MARKET BOXES.**
- **Thriller vs Mystery:** Thrillers are usually very fast paced, focusing on suspense, excitement and tension. A crime is about to be committed, and the protagonist must try and prevent it from happening. Authors include James Patterson, Tom Clancy, Robert Ludlum, and Lee Child. Mysteries are often slower paced and build suspense. They focus on solving a puzzle or crime that has already been committed and the story focuses on finding out "whodunnit". Authors include P.D. James, Agatha Christie, Peter Robinson, Arthur Conan Doyle, and Ann Cleeves. There is often overlap between the categories, so the tables will be located side by side at the sale.
- Non-fiction related to SciFi/Fantasy and Mystery (i.e. The Art of Star Trek, or a biography on Agatha Christie) will go in the appropriate fiction box AND will be placed on the SciFi/Fantasy or Mystery tables.

- **Non-Fiction** - The sorting train boxes are in alphabetical order according to category. On the floor, the books will be grouped into categories that are similar i.e. Psychology, Religion and Spirituality, and Self Help, Sociology and Philosophy will be on neighboring tables.
- We accept **sheet music**, which will have its own box.
- We will be accepting “**Chicken Soup for the ...**”, “**...for Dummies**” and “**...for Idiots books**”. Put these in the appropriate non-fiction box.
- **Date sensitive categories: Textbooks** – keep if less than 10 years old except for Math and Engineering (we keep all of these). **Business** – keep books on careers, financial planning, and retirement that were published 2016 or later (exception – The Wealthy Barber books). **Health** - books on diets must be 2020 or later; exercise books are not restricted by date. **Travel** – travel guides (i.e. Fodor guides, Lonely Planet) are restricted to those published between 2022 to 2026. Please ensure that **DIY** and **Home Décor** books are no earlier than 2000.
- **Biographies:** We get HUGE numbers. When possible, place these in related sections. i.e. Led Zepplin in Music, Seinfeld in Humour or Entertainment, Gretzky in Sports, Einstein in Science.
- When in doubt, look at the description of the book on the date of publication page (“title verso” page). Sometimes it suggests possible categories. If we do not have those categories, put the book in the box that that matches it best. Do not stress about the categories. In the end, the Super Sorters will decide where it goes.
- **Special Books** includes coffee table books (interesting content, few words, and lots of pictures); first editions; Folio publications; boxed **fiction** sets (vintage or modern – check the condition of the individual books but keep them in the box); [non-fiction boxed sets, such as Time Life sets, go in a cart near my table], ephemera (pictures, postcards, etc.); mass market paperbacks 1980 and earlier; autographed books (by celebrities and well-known authors only); and vintage (pre-1965). These categories all go into the Special cart.
- Please check the publication date on any older looking books before putting them in the diversion cart. Yellowing or dirt is less of a concern with vintage books and the mass markets from 1980 and earlier. The early mass markets often have red, blue or yellow edges and interesting artwork on the cover. I have been asked to remind you that if there is a list of publication dates in the book, the book you are holding is the most recent publication.
- Remember: non-fiction sets go in the cart next to my sorting desk for special pricing.

Perks!

- There is an official rest break about midway through a shift, including on training days.
- The break room is in the back and is air-conditioned if needed. If we have a hot autumn, please take a break at any time if the heat is getting to you. There will always be something cold to drink in the fridge.
- When you are sorting on regular days, feel free to set aside one or two adult fiction or non-fiction books that you wish to purchase at the end of your shift. I will have sticky notes and pens available so you can put your name on these books. This does NOT apply to children's books, young adult books, or anything that falls in the realm of Media, or Special books – these MUST go directly into the appropriate boxes/carts.
- Personal shopping will start twenty minutes before the end of the shift during regular shifts – no shopping is permitted during the training week. Please line up to pay 5 to 10 minutes before the shift ends. Cash only, bring smaller bills if possible. Prices are the same as on sale days (\$1 mass market fiction, \$3 for trade paperbacks and soft cover nonfiction, \$4 hard cover).
- You can purchase a maximum of 8 items per shift including DVDS, CDs and certain puzzles. This may change depending on the number of donations received. No shopping is allowed in Vintage/Special, or vinyl records and high-end puzzles in Media. Craft patterns and Sheet music are also off limits until they are priced. Please do not take more than two books on any one subject, series, category or author. You can buy up to eight CDs or DVDs if you are not buying any books.
- No scanners please.
- Fill out a tally sheet before paying for your purchases. These are available by the Children's section.
- Free "B" books by Diversion – you can take as many of the "B" books as you want, including during the first week; please sign your first name on the clipboard and how many you are taking (for statistics). It's an excellent opportunity to contribute to your local Little Libraries!
- The evening of October 21st is the Volunteer Appreciation Night when we open the doors to our volunteers and you are allowed to shop before the formal sale begins. More information to follow.
- If you are asked, Christine, or any of the "Pink Aprons", can sign forms for high school students who are trying to obtain their community hours.

Remember:

Do not stress about where to put the books. The super sorters, other sorters and the “Pink Aprons” can help you if you have questions. There are many books that will end up in more than one category. We do the best we can in the time that we have. The most important thing is HAVE FUN!!!