

Seed Library Volunteer Instructions

Want to help out the Seed Library? Here are tasks that frequently need completed:

- ➔ Look through seed bins on shelf. Help clean things up.
 - Make sure seeds are cataloged in the correct place.
 - Clean up spills. Remove or replace packets falling apart.
 - Scan packets for age and condition – look for old seed, or degrading seed. Help keep the collection full of recent, viable seed.
 - Use your best judgment.

- ➔ Sort through bin of donated and returned seeds at the front desk.
 - Inspect the seed – does it look moldy, old, mostly-clean? Only include it in the library if it looks like good seed.
 - Parcel the seed – Is there a lot? If there seems like a lot of seed in a packet, parcel them out into more packets. Label each new packet to match. Guess the amount a home gardener might use in one season.
 - Label the seed – If the label is missing information, see if it’s anything you can fill in. If it is missing a lot of information, consider excluding it from the library.
 - Use your best judgment.

- ➔ Once donated seed is inspected, parceled, and labeled, add it to the bins on the shelf.

How seeds are cataloged on the shelf

1. Find the family of the seed you want to catalog. “Herbs & Flowers” are grouped separate. The rest are common vegetable families. Seeds that are not in these families go under “Misc.”
2. Within each family, the seeds are alphabetical by Common Name.
3. Make sure there are no other seeds like the one you are cataloging before placing it within a bin. Try to place similar seeds alongside similar seeds (example: all “Peppers” together).
4. If you do not know which family the seed is under, please do not shelve it. You can leave it for another volunteer to shelve, or look up the family.
5. Below is how the bins are labeled.

Smaller Bins are labeled:

Cabbage Family
Carrot Family
Lettuce Family
Onion Family
Spinach Family
Tomato Family
Herbs & Flowers
Misc

Larger Bins are labeled:

Bean Family
Corn Family
Squash Family

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1 Questions, comments? Contact Stephanie Blessing, volunteer for Ashtabula Co Seed Library: 304-561-4575 (cell), or redbeetrow@yahoo.com