



## Volunteer Application

*All information is confidential.*

Please email completed form to  
[volunteer@trumansburglibrary.org](mailto:volunteer@trumansburglibrary.org) or

Drop off at Circulation Desk.

*This institution is an equal opportunity provider and employer.*

Name		Birthday (mm/dd)
Address	City/State/Zip	If under 18 Birthdate (mm/dd/yyyy)
Email		Phone
Why are you interested in volunteering at the library?		
Do you have any experience working at a library or with the public? Yes__ No__ If yes, please explain:		

Is this required community service? Yes__ No__ If yes, please explain:
Number of hours required to fulfill service:

From the jobs below please check how you might like to contribute (job descriptions on back):		
Adopt-a-Shelf __	Circulation Desk __	Shovel Snow __
Baked Goods __	Mow Lawn __	Other (please explain) __
Book Sale __	Read Books __	
Books At Home __	Shelve Books __	

Please indicate the days and times you are available to volunteer (i.e. 2:30-5:00):							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 9:30-Noon							CLOSED
Afternoon Noon-5:00							CLOSED
Evening 5:00-8:30	CLOSED		CLOSED		CLOSED	CLOSED	CLOSED
How often would you like to volunteer?							
Daily __	Weekly __	Biweekly __	Monthly __	Short-term __			

Many jobs at the library are physically demanding. Do you have any physical limitations that would be aggravated by standing, bending, kneeling, etc.? Yes__ No__ If yes, please explain:
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Signature	Date
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**OFFICE USE ONLY**

Date Rcvd \_\_/\_\_/\_\_    Date Contacted \_\_/\_\_/\_\_    Interview \_\_/\_\_/\_\_    Orientation \_\_/\_\_/\_\_  
 Timesheet \_\_    Badge \_\_    Emergency \_\_  
 Position

## **Volunteer Opportunities**

### Adopt-A-Shelf

Organize books using the Dewey Decimal system, check for foreign items among book pages, and make shelves neat and orderly. Must be meticulous and be able to work independently. May require kneeling, standing, or crouching for long periods of time.

### Baked Goods

Prepare baked goods for library and fundraising events.

### Book sale

Evaluate donations and discarded library books for Book Sale. Sort and box books. Should have some knowledge of libraries, reading interests and reading trends. Requires light lifting up to 25 lbs. During Fall and Spring Books Sales set up, sell books, and clean up.

### Books At Home

Deliver books to homebound patrons at Juniper Manor and Evergreen House. Should have excellent interpersonal skills. Requires some lifting and may require use of personal vehicle and valid Driver's ID.

### Circulation Desk

Responsible for a variety of vital library tasks including answering the phone, using a computer to check library materials in and out, placing holds, collecting fines, emptying drop boxes, directing patrons to appropriate places in the library, and referring reference questions to library staff.

Must enjoy working with people, have excellent customer service skills, and be able to multi-task. Must be willing to volunteer 2-3 hours per week for at least 3 months. The job requires minimal lifting (20 lbs) and crouching.

### Mow Lawn

Join the crew of weekly lawn mowers. Equipment provided.

### Read Books

The library has occasional opportunities for community reading including Story Time at the Farmer's Market, reading to adults at Juniper Manor or Evergreen House, and for special events.

### Shelve Books

Neatly shelve many different types of materials according to the Dewey Decimal System. Requires strong organizational skills, good alphabetization knowledge, and basic understanding of the Dewey Decimal System.

### Shovel Snow

Sign up for a week of winter fun. Help keep the library walks clear of snow and ice. Equipment provided.