



## Volunteer Application

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

*Must be at least 14 years of age to volunteer at the library.*

*This institution is an equal opportunity provider and employer. All information is confidential.*

Name	Birthday (mm/dd)
Mailing Address	If under 18 - Birthdate (mm/dd/yy)
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:	

How often would you like to volunteer? Wkly___ Biwkly___ Monthly___ Occasionally___		
From the jobs below please check how you might like to contribute (job descriptions on back):		
Adopt-a-Shelf ___	Read Books ___	Other (please explain):
Baked Goods ___	Shelve Books ___	
Book Sale ___	Special Projects ___	
Circulation Desk ___	Youth Programs ___	

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 5:00-7:30	CLOSED			CLOSED	CLOSED	CLOSED	CLOSED
Is this required community service? Yes___ No___ If yes, Number of hrs required:_____							

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 \_\_\_/\_\_\_/\_\_\_

Position: \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_

Notes:

\_\_\_ Timesheet  
\_\_\_ Badge  
\_\_\_ Emergency  
\_\_\_ Entered

## **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 the Fall and Spring Books Sales set up, sell books, and clean up.

### 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.

### 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.

### Special Events/Projects/Other

If you have a special skill or talent that you would like to share with the library, we would be happy to discuss other volunteer opportunities.

### Youth Programs

The library offers a variety of programming for all ages. If you enjoy and/or have experience working with children, we often need assistance with program set-up and with running activities.