

HOW DID YOU HEAR ABOUT OUR PROGRAM?

_____ Friend _____ Newspaper _____ Brochure _____ Bulletin Board
_____ Web Site _____ Other (please specify) _____

VOLUNTEER AVAILABILITY: Please circle the days and times you are available to volunteer.

Adult volunteer shifts are typically 2-3 hours; teen volunteer shifts are typically 1-2 hours.

MON. 9-1	TUES. 9-1	WED. 9-1	THURS. 9-1	FRI. 10-1	SAT. 9:30-1
MON. 1-4	TUES. 1-4	WED. 1-4	THURS. 1-4	FRI. 1-4:45	SAT. 1-4:45
MON. 4-8	TUES. 4-8	WED. 4-8	THURS. 4-8	FRI. N/A	SAT. N/A

Volunteer Service Area Opportunities (Please check all volunteer areas of interest to you.)

For Adults Only:

- Circulation Area (check in returned books, shelve books, and read shelves)
- Donation Area (sort/price/stock donated books and read shelves)
- Shelf Reader (make sure books/materials on shelves are in the correct sequence and straighten books/materials)
- Bookstore (greet patrons, straighten books on shelves, wipe down café tables, keep store neat, read shelves, and cashier duties)
- Literacy Area: Tutor an adult student (If you can read, you can teach. Training workshop offered throughout the year. Must complete training workshop to be a certified tutor.)

- For Teens Only:** work in children’s library department shelf reader special activity/event
 assist patrons with general computer-related questions

Have you ever committed, been convicted of, pled guilty to, or pled no contest to, a felony or a misdemeanor?

NOTE: Conviction of a crime is not necessarily grounds for disqualification.

_____ NO _____ YES If YES, please explain: _____

Can you perform the essential requirements of this job with or without reasonable accommodation? Yes ___ No ___

The information provided in this application is true in all respects, without any willful omissions. I understand that if this application is false in any way I will be dismissed without notice regardless of when the false information is discovered.

As a VOLUNTEER, I Agree to:

- Complete the volunteer orientation and train until I am competent to perform the required duties.
- Give advance notification of absences, when possible. The library can be reached by calling 784-3332, option 1 (front desk). If the library is closed, you may leave a message.
- Wear a name badge at all times.
- Sign in upon arrival and sign out when departing.
- Read assigned shelves weekly. (Literacy tutors excluded from this task.)
- Complete a Volunteer Emergency Contact Form.
- For adult volunteers: Arrive 10 to 15 minutes before my assigned shift to sign in, read the shelves assigned to me, and read any relevant memos on the bulletin board.
- Attend required (mandatory) volunteer meetings for adult volunteers.
- Do not enter building before 8:45am.
- Be friendly, courteous and respectful to patrons and co-workers.

I authorize the library to conduct a background check. I certify that all the information provided on this application is accurate and complete to the best of my knowledge.

SIGNATURE

DATE