



## VOLUNTEER APPLICATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone#: \_\_\_\_\_

E-mail address: \_\_\_\_\_

How do you prefer we contact you? \_\_\_\_\_

Person to contact in case of emergency:

Name: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Are you familiar with how books are shelved in a library?

Yes: \_\_\_\_

No: \_\_\_\_

Would you prefer:

AM? \_\_\_\_

PM? \_\_\_\_

On-Call Basis? \_\_\_\_

Date you can start: \_\_\_\_\_

Days of the week you are available (the library is open Monday/Tuesday-Saturday):

\_\_\_\_\_

Do you have any physical limitations which could restrict your volunteer activities?

No: \_\_\_\_

Yes: \_\_\_\_

If yes, please explain: \_\_\_\_\_



There are several types of volunteer work available at the library. We will do our best to match you with an activity that fits your interests. Below is a list of the types of work we have available.

\_\_\_ SHELVING

Shelving requires good alphabetization skills, an ability to organize long numbers, sometimes with multiple decimal spaces, strong attention to detail, and the physical capacity to reach up and bend down.

\_\_\_ CLEANING

Books and containers get dirty. Relax, have a seat, and peel stickers and clean off dirt from various items.

\_\_\_ BOOK LABELING

Book labeling entails using a computer to make multiple labels at a time to go on the spine of books. Attention to detail is vital with this job, as spine labels must be accurate in order to ensure materials are easy to find in the library.

\_\_\_ BOOK WRAPPING

Do you like wrapping presents? This may be the job for you! You will learn from one of our volunteers or staff how to wrap both paperback and hard cover books. Neatness and thoroughness are important. This position also requires incredible attention to detail, as book wrappers help to compile some of our most important statistics.

\_\_\_ LOCAL HISTORY INDEX

Assist the reference librarian by going through local history materials in order to index, identify, and organize materials relevant to Lincoln County's history.

\_\_\_ SHELF READING

If you are meticulous, this job may interest you. It's very important that books are where they are supposed to be. Shelf reading requires that you "read the shelves" to make sure books are in the correct order.

\_\_\_ PROGRAMMING

Do you have lots of ideas for interesting events to have at the library? Maybe you know people in the community that would love to share their knowledge with others? Perhaps you like creating fun activities for children? Why not help our librarians plan and implement programs that will enrich the lives of your friends and neighbors?

\_\_\_ AUDIO/DVD CHECK

Sometimes patrons complain about audio/visual items not working. We don't have the time to check them all, so we'd let you check instead! Watch DVDs or listen to audio books to check for trouble spots.

\_\_\_ OTHER

There's always something to do, so if nothing there interests you, there may be other activities available. Just ask!