Library Volunteer Application

Thank you for being interested in volunteering with the Elmwood Park Public Library. If you are looking for a volunteer opportunity for school or church-related requirements, or just because you want to help, then we can help. But please note that we do not accept applications from persons with court-ordered service requirements.

We have a wide variety of tasks available for volunteers to do, but please keep in mind that each task is not available at all times. We will do our best to contact you when you turn in this application, but if you don't hear from us, know that your application is on file and we will contact you as projects become available.

Please take the time to fill out this application. It will help you determine if we have the sorts of tasks that you are interested in doing. It also helps us determine if you have the availability and interests that are compatible with our schedule and needs. Thanks again for your interest! We look forward to working with you.

CONTACT INFORMATION

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ACKNOWLEDGEMENT

Please sign below to acknowledge the following:

- I have filled out the complete application accurately and to the best of my ability.
- I understand that this application does not guarantee that I will be contacted or given a volunteer position.
- I understand that volunteers are accepted based on the Library’s need and staff availability, and that the Library does not regularly accept volunteers on a drop-in basis.
- I understand that if I am accepted as a volunteer, it is my responsibility to show up at the scheduled time agreed upon by both parties. This includes regularly scheduled shifts and make-up hours.

APPLICANT’S SIGNATURE: _____________________________ DATE: __________

If you are under high school age, please PRINT your parents’ name: ____________________________________________

I give my permission for my child to volunteer at the Elmwood Park Public Library:

SIGNATURE OF PARENT / LEGAL GUARDIAN: _____________________________ DATE: __________
PERSONAL INFORMATION

Are you age 18 or over? (Circle one)  YES  NO  If under 18, certain restrictions to the type of work may apply.

Are you volunteering for school, church, or other non-court ordered service hours?  (Circle one)  YES  NO

If YES, how many hours do you need?  __________ Date hours need to be completed by: __________

Do you need a letter acknowledging your volunteer hours and duties?  YES  NO

For what school, church, organization, or other group are you volunteering?
__________________________________________________________

Why are you interested in volunteering at the Elmwood Park Public Library specifically?

________________________________________________________________________________________

Have you volunteered at the Elmwood Park Public Library before? (Circle one)  YES  NO

If YES, please detail below:

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Have you volunteered at other organizations before? (Circle one)  YES  NO

If YES, please detail below:

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Please list 1 or 2 references from people that are not family members:

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EMERGENCY CONTACT INFORMATION

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AVAILABILITY

When are you available to begin? ________________

For what time frame are you wanting to volunteer: (Circle one)  SHORT TERM  LONG TERM/ONGOING

   If SHORT TERM, when do you want to stop volunteering? ________________

   How many hours per week are you available and willing to volunteer? _________

   How many hours are you willing to/prefer to volunteer in a day? _______________

   During which hours are you available and prefer to work volunteer assignments? (Circle all that apply)

   **Mondays:** Morning  Afternoon  Evening  **Fridays:** Morning  Afternoon
   **Tuesdays:** Morning  Afternoon  Evening  **Saturdays:** Morning  Afternoon
   **Wednesdays:** Morning  Afternoon  Evening  **Sundays:** X  Afternoon
   **Thursdays:** Morning  Afternoon  Evening

   Are there any dates/periods/date ranges when you are unavailable or your schedule changes? (such as vacations, classes, living somewhere else for part of the year, etc.)

   ____________________________________________________

   Are there any other restrictions that might affect your availability for volunteer work (family, varying work schedules, need for physical accommodations, etc.):

   ____________________________________________________
VOLUNTEER ASSIGNMENTS

The Library has a variety of tasks that we need help with, though not all assignments are available at all times. To help us determine where you can help us the most, please rank the tasks below in each category according to how willing you are to help with each one.

1 = Most interested  2 = Semi-interested  X = not interested

### Collections

- _Book Gatherer_ - use lists to pull books from the shelves for staff to work on
- _Technical Services_ - help sticker, relabel, or stamp books
- _Shelving_ - help shelf items, or make sure that items on the shelves are in the correct order. This task requires a skills test.
- _Adopt-a-Shelf_ - help keep a particular area of the collection neat and organized.
- _Displays_ - help create or maintain book or other displays

### Programs

- _Photographer_ - take photos at programs & events
- _Movie Chaperone_ - supervise movie programs for staff
- _Program Helper_ - help setup/cleanup, assist with crafts and activities in a program, pass out surveys
- _Craft Helper_ - help prepare crafts for programs

### Miscellaneous

- _Gardening_ - help maintain, water, and weed plants in our outdoor spaces
- _Office Help_ - file, organize, stuff envelopes, etc.

### Cleaning

- _General Cleaning_ - pick up trash, dust bookshelves, vacuum, clean tables and glass, etc.
- _Book Cleaning_ - clean book covers
- _Disc Cleaning_ - use a machine to clean DVDs and CDs
- _Computer Cleaning_ - wipe monitors, dust, clean keyboards

What qualifications/skills/experience/education/hobbies or languages do you have that you believe are relevant to your interest in working in the Library and doing the above marked tasks?

Updated 4/7/17