

Greenwood Public Library

100 Mill St. P.O. Box 839

Greenwood, DE 19950

302-349-5309

Volunteer Program Application

Please Print

Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Total number of hours you would be able to volunteer per week: _____

Times available:

	<u>Morning</u>	<u>Afternoon</u>	<u>Evening</u>
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____

Briefly describe (job title, company or organization) your:

Work experience _____

Volunteer experience _____

Do you have any physical limitations we should know about?

Do you speak another language? _____ If so, which one(s)? _____

Share with us your interests, hobbies, special skills:

If you would like, share with us what you see yourself doing as a volunteer for the library:

Emergency contact:

Name: _____ Relation to you: _____

Phone: _____

I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon completion of the application and is based on library need. I am offering my services as a volunteer. If my offer is accepted, I will not be entitled to compensation for any services I provide.

Signature _____ Date _____

Volunteers – Possible Tasks

Please put a check by each task that you would be interested in and/or be willing to do:

- Assist with children's programs (both preparation and during the program)
- Assist with the Children's Friends of the Library group
- "Adopt a shelf" or shelving unit – keeping it neat and in proper (very important)
- General straightening and tidying – not glamorous but important!
- Create special displays of books according to themes, etc . (to promote backlist of books)
- Identify, pull and label books of special genres (mystery, westerns, etc.) within the general collection to make them easier for patrons to locate
- Create special bookmarks listing authors of various genres
- Assist patrons with eBooks and other electronic devices
- Be a greeter or host/hostess for special programs and events
- Provide extra help during the Summer Reading Programs as needed
- Assist with weeding and discarding books
- Assist with special events for young adults (chaperone)
- Be the volunteer coordinator
- Keep public information area current and straightened
- Assist with the transit system and calling patrons for their holds
- Book repair assistant: repairs books under direction, cleans scratched DVDs and CDs, covers books,