

LIBRARY VOLUNTEER APPLICATION

Name: _____

Address: _____

Phone: _____ Email: _____

Above information is for library business and is not shared with any other entity.

____ **Adult volunteer:** defined as 18 years of age and older

____ **Youth volunteer:** defined as 13 years of age through 17 years of age

Qualifications and skills listed in Volunteer Procedural Guideline

Note: Opportunities may have limited availability; most duties are completed during open library hours. Fundraising events and programming activities may be held outside of general open hours or at offsite locations. Front Desk volunteers, Library Directors, and Treasurers for the Trustees and Friends are required to complete a background check.

Please check the areas of interest:

____ **Front Desk duties:** must work at least one shift monthly, including

- greet patrons, answer questions as needed
- check in/check out Library materials – computer knowledge needed
- shelve materials
- oversees Book Sale and Community Meeting Room access and scheduling
- light maintenance (vacuum, dust, water plants, clean bathroom)
- other duties as assigned

____ **Programming activities & events:** plan and/or work as

____ chair or committee member

____ set-up, work, and/or clean-up

Current programs:

____ Children Story Times, monthly

____ Reading events for children and adults

____ Holiday events (ex: Trick/Treating at Library)

____ Adult book discussion, monthly

____ Kindred Days

____ **Fundraising events:**

____ chair or committee member

____ set-up, work, and/or clean-up

____ kitchen and food preparation

Current events:

____ Book Sale and Community Meeting Room, organize weeded and used donated books

____ Tour of Homes

- _____ Festival of Tables
- _____ Kindred Days: book/materials sale, open house, other activities
- _____ Kindred Homecoming: parade, tailgate activity
- _____ Children Theater events

_____ **Building Maintenance**

- _____ holiday decorating (inside & outdoor)
- _____ outside the building – landscaping, trim bushes, water flowers, remove debris, etc.

_____ **Project Work**

- _____ scanning historical scrapbooks and other documents
- _____ grant writing
- _____ educational programs ex: technology and genealogy research
- _____ verify materials are properly shelved in numerical and/or alphabetical order,
based on category, author, series, special notation (ex: Newbery/Caldecott)
- _____ other interests _____

I would be interested in serving as

- _____ Library Board of Trustees member (must live within Kindred city limits)
- _____ Friends of Kindred Public Library Board member (officers must live within Kindred School District)
- _____ Director of Library Services (must live within Kindred School District)

Assigned volunteer tasks depend on a volunteer's experience, ability, library needs, and/or availability. Volunteers are expected to conduct themselves as ambassadors of the Library and will adhere to Friends and Library policies, procedures, and guidelines. Selection will not discriminate against a qualified potential volunteer. We cannot assure that volunteer work will be available for everyone who wants to volunteer.

Reference: _____ Phone # _____

Signature: _____ Date: _____

We are grateful you choose to donate your time and talents to the Kindred Public Library.

For Office Use

Application Date: _____ **Received by:** _____

TRAINING: Date completed: _____ Trainer: _____

- _____ provided a copy of Volunteer Procedure
- _____ background check, if required