

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