

Moorestown Library Volunteer Application

Thank you for your interest in volunteering at the Moorestown Library. The following information will assist the Library in making the most appropriate volunteer placement.

Contact Information

Name	
Address	
Phone (Day)	
Phone (Evening)	
E-Mail Address	
Preferred method of contact	

Availability

When are you available for volunteer assignments?

Morning _____ Afternoon _____ Evening _____
MON _____ TUES _____ WED _____ THURS _____ FRI _____ SAT _____
_____ Regularly each week for _____ hours
_____ Seasonal (summer programs, school holidays)
_____ Special projects (book sales, National Library Week)

Library Interests

See attached job descriptions

___ Adopt a Range
___ Lend an Ear (summer only)
___ Craft preparation
___ Book sale
___ Library mailings
___ Create displays
___ Cover books
___ Programming assistance
___ Computer maintenance
___ Collection maintenance
___ Newspaper indexing
___ Develop reading lists for other patrons

Community Service Information

Are you required to fulfill a specific number of volunteer hours?
Who is requiring you to perform community service? School _____ Court _____ Other (please list) :
Reason you are required to complete community service? If court mandated, what offense?
Number of hours ordered or required _____ Deadline _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Reference

Name	
Phone (Day)	
Relationship	

Person to Notify in Case of Emergency

Name	
Address	
Phone (Day)	
Phone (Evening)	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	
Parent/Guardian Name	
Parent/Guardian Signature	
<i>Permission from a parent/guardian is required for volunteers under 18</i>	

Volunteer Job Descriptions

Adopt a Range: Keep our shelves in order so books can be easily found. Choose your favorite Dewey number and straighten it up every week. Attention to detail and knowledge of the Dewey Decimal system is required.

Lend An Ear: Listen to children in grades 1-6 report books during the summer reading program. One or two hour shifts during library hours from late June through mid August.

Craft Preparation: Help get crafts ready for special children's projects at various times throughout the year.

Book Sale: The next best thing to having your own book store! Sort and box donations throughout the year. Set-up, clean-up or be a cashier at semi-annual book sales. Sorting books may require physical exertion.

Library mailings: Get out the word! Get a sneak preview of the monthly mailing to the Friends of the Library while you copy, collate, fold and staple packets of flyers. Must be available the last week of the month. Also, we have other large periodic mailings throughout the year.

Create displays: Showcase library materials in seasonal and topical displays.

Develop reading lists: Share your love of books by creating a list your favorites to share with others. Design brochures from prepared annotated booklists (should know Microsoft Publisher).

Newspaper indexing: Learn Moorestown history as you enter data for a growing index to local newspapers (should be familiar with Microsoft Excel).

Cover books: See the newest books and DVD's as you cover, label and prepare them for check-out.

Computer maintenance: Help keep the library's public computers working smoothly by installing software updates and cleaning up the hard drives. Experience with Microsoft Windows XP required.

Collection maintenance and development: Help us keep our catalog current by searching for missing or lost items in the library's collection. If you have a background in a specific field, become a subject area specialist. Recommend titles to add or delete from the library collection based on your subject expertise.

Programming assistance: Take photographs, greet participants, count participants, find presenters, suggest program ideas.