

# 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                        |  |
| Date of birth               |  |
| Address                     |  |
| Phone                       |  |
| Email                       |  |
| 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  
 \_\_\_\_\_ Special projects (book sales, National Library Week)

## Library interests

- \_\_\_\_\_ **Adopt a range:** Keep our shelves in order so books can be easily found. Choose your favorite Dewey Decimal number and straighten it up every week. Attention to detail and knowledge of the Dewey Decimal system is required. Training is provided.
- \_\_\_\_\_ **Book sale:** Sort book donations throughout the year. Set-up, clean-up, or be a cashier at semi-annual book sales. Sorting books may require some physical exertion.
- \_\_\_\_\_ **Cover and label books:** See the newest books and DVD's as you cover, label, and prepare them for checkout.
- \_\_\_\_\_ **Collection maintenance:** Help us keep our catalog current by searching for missing or lost items in the library's collection.
- \_\_\_\_\_ **Newspaper indexing:** Learn Moorestown history as you enter data for a growing index of local newspapers. Should be familiar with Excel.

## Community Service Information

Are you required to fulfill a specific number of volunteer hours? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, who is requiring you to perform community service? School \_\_\_\_\_ Court \_\_\_\_\_ Other \_\_\_\_\_

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

### 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 a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

|                |  |
|----------------|--|
| Name (printed) |  |
| Signature      |  |
| Date           |  |

*A background check is required for all volunteers 18 and older*