LITTLE FALLS PUBLIC LIBRARY
Volunteer Application Form

NOTICE TO APPLICANT: Thank you for your interest in serving our community through work at The Little Falls Public Library. Volunteers are an important component of our workforce. Because we will be relying on our volunteers to enable us to provide the best service possible to the community, we ask that they commit to an agreed upon schedule and give reasonable notice if they are unable to report to work. Excessive absences may make it difficult for us to work efficiently. If this is the case, the library may find it necessary to replace him or her with someone who is able to be on hand on a regular basis.

NAME____________________________________DATE________

ADDRESS________________________________PHONE #________

EMAIL___________________________________________
If under 18:
BIRTHDATE_________________PARENT’S SIGNATURE________________________

Please give a contact [person to be notified in case of emergency]
NAME________________________________PHONE#________________________

Please give a reference [preferably from the community but not a relative or current employer]
NAME________________________________PHONE#________________________

Scheduling:
1. Are there any days or times of day when you are not available?

2. Are there any days of times of day when you would prefer to work?

3. How many hours per week would you have to give the library?

On back of this application please list any experience you have that you feel might be applicable to library work or any skills or special knowledge which might be beneficial to the library.

_____________________________________                 ____________
APPLICANT SIGNATURE                                                                      DATE

4/19
How to Become a Volunteer

- All prospective volunteers are required to fill out a Volunteer Application form.
- The department head will review the completed application form.
- Volunteers will be selected based upon their qualifications, their ability to commit to a consistent schedule, the needs of the library at any given time, and the availability of staff to oversee volunteers.
- If selected, volunteers will be contacted for an interview. An interview does not necessarily indicate the availability of a suitable volunteer position, and not all applicants who are interviewed will be selected.
- If not selected, applications will be kept on file for six months.
- Volunteers under eighteen years of age must have the application signed by a parent or legal guardian.
- Acceptance of an application is at the library’s discretion.

Volunteer Opportunities

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times.

- Shelve books and other materials
- Dust books and shelves
- Shelf read
- Clean library materials
- Help with programs and projects
- Garden projects or maintenance
- Clerical tasks