



Complete and return to:
 Maryann Callen
 Outreach & Volunteer
 Coordinator
 Polk County Public Libraries
 1289 W. Mills Street
 Columbus NC 28722

Volunteer Application

Name: _____
 Preferred Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (home): _____ (cell): _____
 Email: _____
 Date of Birth: _____

Emergency Contact

Name: _____ Relationship: _____
 Phone (home): _____ (cell): _____

Personal Reference

Name: _____ Relationship: _____
 Phone (home): _____ (cell): _____

Name: _____ Relationship: _____
 Phone (home): _____ (cell): _____

Preferred work schedule (please be specific):

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Available Times					

Length of time available:
 Ongoing: _____ or limited period of time (enter the date range): _____

Relevant work, library experience, and/or any special skills or knowledge that might benefit the library?

Type of volunteer projects desired (circle all that are of interest to you):

<p>Library Aesthetics</p> <p>Straighten materials on shelves, collect library items left around the building; make the library look clean & neat. Need ability to assess order and cleanliness.</p>	<p>Materials Searcher</p> <p>Search library shelves for misplaced or requested items. Need ability to problem-solve and pay attention to detail.</p>	<p>Materials Processing & Repair</p> <p>Assist with processing new items and repairing damaged ones. Need to be comfortable learning detailed procedures to ensure materials are properly processed.</p>	<p>Withdrawn Materials</p> <p>Assist with processing withdrawn items, including stamping and boxing materials. Need ability to perform repetitive tasks.</p>	<p>Adopt-A-Shelf</p> <p>Read spine labels to determine proper placement of materials on the shelves; ensure that they are neat and clean. Need ability to be detail-oriented.</p>
<p>Program Assistant</p> <p>Assist staff with programs at the library. Volunteer duties will include prep-work, set-up, welcoming guests, photography, and clean-up at the programs. Need ability to follow directions from staff and be able to work independently.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Movie Monitor (Fridays at 1pm) • Weekly Kids Programs 	<p>Youth Services Assistant</p> <p>Assist staff in the children's area at the library. Volunteer duties will include the upkeep of the collection materials and toys. Need ability to follow directions from staff and knowledge of basic child behavior and safety.</p>	<p>Special Events/Projects</p> <p>Assist with time-limited events or projects. Ideal for people who are interested in volunteering, but are unable to commit to ongoing projects. We will keep your contact information on file for these tasks.</p>	<p>Technology Assistant</p> <p>Assist customers with basic questions about using the lab computers, assist with technology programs or special projects. Need to be comfortable with basic computer programs.</p>	<p>Archives Assistant</p> <p>Assists with scanning newspapers and other historical documents; obituary research and data entry. Need to be comfortable with basic computer programs and willing to learn new technologies.</p>

Release

I understand that consideration for Volunteer Services at the Library may be contingent upon the results of a background and reference check. I authorize the Library to make investigations and inquiries of my personal, employment, and related matters as may be necessary in arriving at its decision. I release employers, schools, and persons contacted from all liability in responding to inquiries in connection with my application for Volunteer Service. I understand all such reports will be held in confidence. I hereby acknowledge that I have read and understand the above statements.

Signature of Applicant: _____ Date: _____

Parental Permission (for volunteers under 18 years old)

Volunteers must be at least 15 years of age to volunteer, and those under 18 must have a parent or legal guardian signature for permission. Volunteer hours for those under 18 shall follow relevant child labor laws.

I (print name) _____, parent/legal guardian, grant permission for
(print) _____ to volunteer at Polk County Public Library.

Parent/Guardian Signature: _____ Date: _____