



Work Experience, Con't.

Name of Organization:

Address:

Dates of Employment:

Supervisor's Name:

Phone Number:

Duties:

References

\*\* Persons under the age of 18 will provide two adult, non-relative references \*\*

Name:

Relationship:

Phone Number:

Name:

Relationship:

Phone Number:

Background and Interests

Do you have any previous library experience, volunteer or salaried? YES NO

If yes, please describe:

Describe the skills, education, interests, or training that you have and would like to use as a library volunteer:

Are you hoping to fulfill an educational or civic requirement? YES NO

If yes, please describe:

Which type of volunteer position are you interested in? Short-term (a few months) Regular commitment

How many hours can you give on average? Weekly Monthly

Which library branch are you interested in serving? Clinton Garland Newton Grove Roseboro

When would you prefer to volunteer? (Check all that apply)

Weekdays: Morning (9-12) Early Afternoon (12-3) Late afternoon (3-6)

Weekends (Clinton only): Morning (8-11) Early Afternoon (11-2) Late afternoon (2-5)

Please check all of the below tasks you are interested in performing. Some may or may not be available, so choose more than one. During your interview, the library's needs will be discussed to determine if there are good matches with your interests.

Shelving books / materials

Reading / maintaining book / materials shelves

Processing materials (preparing new items for checkout)

Material maintenance (mending items)

Assist with weeding of collection by pulling items for Librarian

General clerical assistance

Assist with Children's programming

Assist with craft preparation

Assist with genealogy/local history requests

Lead book discussions / book groups

Assist patrons with catalog searches and book retrieval

Web page design / maintenance

Assist patrons with matching books with their reading interests

Gardening (watering, pickup of debris, etc...)

Library decoration (bulletin boards, displays, seasonal items)

Assist at special events during or after library hours

Conduct group or individual tours of the library

Assisting with long-term special projects.

If you have skills or interests not listed on this application, please feel free discuss them with us during your interview. To allow us time to consider what you may be interested in, please list what you wish to discuss below.

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**Please sign below when you have read and understand this statement. Contact 592-4153 if you have questions.**

If this application is not completely filled out, you may not be considered for volunteer service with our library. Placements are made on the availability, skills, and interests of the potential volunteer and the needs of the library. Applications are kept on file for one year.

I grant the library permission to obtain information from references I have listed and the required background check. I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that misrepresentation of any information may result in termination of any volunteer services.

**I am volunteering my time for personal reasons. I understand that I will not be paid for my services as a volunteer and expect no compensation. I understand that if I apply for any paid positions that may become available in the future I will be considered for the position under the same conditions as all other applicants.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**For applicants age 17 and younger, a parental signature is required to volunteer:**

**My son or daughter has my permission to serve the library as a volunteer or as a student intern. I understand that he/she volunteers at the library based on the needs of the library and the guidelines within the SCPL Volunteer Policy. I certify that he/she will be able fulfill the work schedule that will be discussed and agreed upon in advance of his/her being offered a volunteer position.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

-----Library Use Only-----

Volunteer Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (Clinton Only)
Morning (9 - 12)						
Early Afternoon (12 - 3)						
Late Afternoon (3 - 6)						