

Warren Township Public Library Volunteer Application

Thank you for your interest in volunteering for our Library! Please print clearly.

First Name: _____ Last Name: _____

Home Phone Number: _____ Cell: _____

Street Address: _____

City: _____ Email: _____

Emergency Contact person and phone number: _____

Have you volunteered here before? **NO** or **YES**

Are you required to fulfill a specific number of volunteer hours? **NO** or **YES**

If YES, how many? _____

What date can you start volunteering at the Library? _____

Please indicate your particular skills, abilities and interests below:

- | | |
|---|---|
| <input type="checkbox"/> Previous Library Experience | <input type="checkbox"/> Computer work or data processing |
| <input type="checkbox"/> Experience working with historical materials | <input type="checkbox"/> Arts and crafts ability |
| <input type="checkbox"/> Teaching or tutoring | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Attention to detail | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Knowledge of language(s) other than English | <input type="checkbox"/> Photography |

What other skills, interests or training do you have that would be useful here at the Library?

Based on information provided on **page 3** of this application, what volunteer opportunities would you most be interested being involved in?

My volunteer preference include:

_____ Events _____ Short-term projects _____ Regular commitment

How many hours are you able to give? _____ Weekly _____ Monthly

Circle all times that you would be interested in volunteering:

Tuesday	Thursday	Saturday	Notes:
1:00pm – 4:00pm	10:00am – 12:00pm and/or 1:00pm – 4:00pm	10:00am – 12:00pm	

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References:

Please list three references that are familiar with your current/previous work, school or volunteer experience. Please do not list family members or friends.

Name: _____ Relationship: _____
Phone: _____ Email: _____ Years known: _____

Name: _____ Relationship: _____
Phone: _____ Email: _____ Years known: _____

Name: _____ Relationship: _____
Phone: _____ Email: _____ Years known: _____

Have you been convicted of or pled guilty to a felony or misdemeanor, other than a minor traffic violation? YES or NO If YES, please explain: _____

I agree to:

- Arrive on time and prepared to perform to the best of my ability
- Notify my supervisor in advance if I am unable to work as scheduled
- Inform Library staff when I enter the building and when I leave
- Enter my hours worked in the Library log after each volunteer session

In consideration of the opportunity to volunteer with the Warren Township Public Library, I fully and completely release the Warren Township Public Library, its officials, and employees from any and all claims, demands, and liability of every nature and description arising by being allowed to volunteer with the Warren Township Public Library.

Please note that the Warren Township Public Library will contact interested applicants when volunteer opportunities arise. For the safety and security of the Library's patrons, staff and building, all volunteers are subject to reference checks. For all activities related to recruitment and retention of volunteers, the Warren Township Public Library does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, marital status or political beliefs. The minimum age to be a Library Volunteer is 14 years old.

Signature: _____ Date: _____
Parent or Legal Guardian Signature (if under 18): _____

For Library Use Only:	Date of Interview: _____
Volunteer Position Interviewed for: _____	
Staff members conducting interview: _____	
Volunteer Approved: YES or NO	
Volunteer reports to: _____	
Staff member conducting orientation: _____	
Start Date: _____ End Date: (if known) _____	
_____ References Checked _____ Director Approval	

Warren Township Public Library Volunteer Opportunities

Children's Programming: These volunteers help the children's department by assisting with the crafts, food and programming. Photography of the program may also be needed.

Collection Maintenance: These volunteers assist with collection projects such as cleaning DVDs and books to promote the use and lengthen the life of the library collection.

Dusting shelves: These volunteers will dust the library shelving. Dusting equipment will be provided.

Local History/Genealogy Assistance: These volunteers improve access to the materials available in the History and Genealogy Room. They assist with research, indexing, filing, sorting, data entry and preparing materials.

Program/Event Assistance: These volunteers are called on to assist staff with library programs and events. Volunteers may help copy/print materials for the event, assist with food and drinks, take pictures or monitor large crowds.

Summer Reading Assistance: These teen volunteers that assist with programming, snacks and craft assistance. A mandatory informational session is required before becoming a teen summer reading volunteer. For more information, please see a children's librarian.

Please note that your volunteer position may encompass more than one of these areas or tasks not listed on this page.