



Application for Volunteer Position

In order to volunteer you must be a member of the Salmo Public Library in good standing and be 12 years of age or older.

Name: _____ Date: _____

Address: _____ Phone: _____

Guardian's Signature: _____

(required for applicants who are 12 to 15 years of age)

Desirable personal qualities for volunteer work at the library:

- ✓ People-, service-, and book-oriented with a pleasant attitude.
- ✓ Well groomed.
- ✓ Basic computer skills.
- ✓ Dependable, tactful and resourceful. This includes letting staff know when you will be away.
- ✓ Ability to work with others.
- ✓ Able to take direction and feedback.
- ✓ Show initiative in completing tasks that need to be done.
- ✓ Work amicably with staff, other volunteers and public.
- ✓ Alert to and aware of where and when other tasks need doing.

Library/other work experience:

Why would you like to be a volunteer in our library?

What are your interests? _____

Do you have computer skills? Yes No Just beginning

If yes, what computer skills do you have?

Word Processing Email Databases Circulation Searching

Software Internet Other: _____

What skills will you bring as a volunteer?

Customer Service Organization Typing Research Other: _____

All volunteers are required to have a Criminal Records Check, but a criminal record does not necessarily disqualify an applicant from volunteering in the library. Are you willing to have one?

Yes No

When would you be able to work at the library?

Please indicate which shifts work best for you. (Check boxes)

	Monday	Tuesday	Thursday	Friday	Saturday
10-1 or 10-2		--	--		
1-5		--	--		--
3-6	--			--	--
6-8	--			--	--

Are there extended periods of time when you would not be available to volunteer due to travel, weather, or other obligations?

Volunteer Responsibilities: please indicate which duties interest you.

Please note: Duties with a * require computer experience.

Daily duties for regular shifts:

- *Working at the circulation desk, checking books in and out.
- *Receiving and recording fines.
- *Data entry of patron records.
- *Helping patrons find materials in library referring them to librarian where appropriate.
- Assisting patrons with photocopying.
- Shelving returned material.
- Shelf reading specific areas.
- Keeping magazines tidy.
- Phoning patrons with reserved or overdue books.
- Answering phone.
- Checking shelves for overdue materials.

Specialized volunteer jobs:

- Book processing and/or book repair
- Books on Wheels program— delivering books for homebound patrons
- Mentoring Junior Volunteers age 10-14 (regular shift)
- On-call to cover regular volunteer shifts

Thank you for your interest in volunteering at the Salmo Public Library