

**LA GRANGE PARK PUBLIC LIBRARY**

**Volunteer Application Form**

**Date:** \_\_\_\_\_ **Birth Date: Month:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**If Student, Name of School:** \_\_\_\_\_

**If Employed, Name of employer:** \_\_\_\_\_

**Days available:** \_\_\_\_\_ **Summer Only:** \_\_\_\_\_

**Do you drive?** \_\_\_\_\_ **Is a car available?** \_\_\_\_\_

**Do you type?** \_\_\_\_\_ **Computer experience?** \_\_\_\_\_

In order to better assist us in deciding where you might best be of service to the Library, and where you would be happiest, we would appreciate your answering the following:

**What skills have you developed as a paid worker or a homemaker:**

\_\_\_\_\_

**Do you prefer working alone or with people:** \_\_\_\_\_

**How much time do you have to spend at the Library:** \_\_\_\_\_

**Do you preferring working "behind the scenes" or do you like direct service with patrons?** \_\_\_\_\_

**Do you prefer working Mornings:** \_\_\_\_\_ **Afternoons:** \_\_\_\_\_ **Evenings:** \_\_\_\_\_  
**Weekends** \_\_\_\_\_

**What hobbies or special interests do you enjoy?**

\_\_\_\_\_

The following positions are a sampling of work that volunteers can do under the direction of a staff member. Please indicate your preference with a 1,2, or 3.

- **Circulation: (Supervisor: Ursula Stanek)**
  - Read shelves (maintains in order)
  - Calls patrons on reserve books
  - Files new registrations
  
- **Technical Services (Supervisor: Sharon Kooi)**
  - Alphabetizes catalog cards for filing
  - Processes new books
  - Withdraws old books
  - Mends books and magazines
  - Data entry
  - Other general typing tasks
  
- **Reference Department (Supervisor: Kate Zdenek)**
  - Maintains order on shelves
  - Assist with Adult Programs
  - Proof read quarterly newsletter
  
- **Outreach/homebound Department (Supervisor: Ursula Stanek)**
  - Select homebound materials
  - Delivers homebound materials
  
- **Administration (Supervisor: Dixie Conkis (Executive Director) and Sharlene Bereckis (Administrative Assistant))**
  - Type letters
  - Enter invoices
  - Helps maintain business files
  - Prepares newsletter for mailing
  
- **General**
  - Bulletin boards
  - Window decorations
  - Help in the Friends of the Library Book Store

**COMMITMENT RESPONSIBILITIES**

**What will be expected of you as a volunteer:**

**Once you agree to work as a volunteer, you will be expected to respect the work schedule you have agreed to. Be prompt and regular in attendance. We ask a minimum commitment of two (2) hours per week. If you find you will be late or absent, please call the library and report it.**

**You will be expected to sign in and out and maintain a record of your hours. We would like you to wear your volunteer badge when working, especially if you are out on the library floor.**

**Finally, if you find you cannot continue or complete your assignment, we expect you to give notice; don't just stop coming.**

**On our part, the library staff members agree to treat you as a co-worker. You have the right to a suitable assignment with consideration whenever possible for personal preference.**

**The right to suitable training and direction in the job you are doing.**

**The right to be heard, and feel free to make suggestions.**

**The right to recognition through day-to-day expression of appreciation by being treated as a co-worker.**

**Signed: \_\_\_\_\_**

**Person to contact in case of emergency:**

**Name \_\_\_\_\_ Phone: \_\_\_\_\_**

**Remarks: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_