

VOLUNTEER INFORMATION

OFFICE USE ONLY: ID Received

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Availability: Weekdays Evenings Saturdays

Skills: (please check all that apply)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Computer or Technical Proficiency | <input type="checkbox"/> Proofreading |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Keyboarding |
| <input type="checkbox"/> Library Skills | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bilingual (specify language): _____ | |

SERVICE OPTIONS

Available Opportunities: (please check all that you would be interested in)

- | | |
|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Circulation |
| <input type="checkbox"/> Adult Literacy | <input type="checkbox"/> Local History |
| <input type="checkbox"/> Building Beautification | <input type="checkbox"/> Reference & Computer Services |
| <input type="checkbox"/> Children's Library | |

Administration: Assist with filing, data entry, answering telephones, shredding, copying, and preparing press releases. **Adult Literacy:** Tutor adults in ESL and Basic Literacy; teach citizenship and GED preparation classes; conduct intake interviews and learn how to administer assessment tests. **Building Beautification:** Keep shelves in order; help maintain exterior planters; coordinate exterior cleanUp projects. **Children's Library:** Assist staff with programs and activities such as crafts and exhibits; become a "homework helper." **Circulation:** Maintain library card registrations; assist with collection maintenance and interlibrary loans. **Local History:** Photocopy newspaper clippings; identify photographs; enter data from historical manuscripts and ledgers; assist with exhibits. **Reference & Computer Services:** Assist patrons with public access computers and other public-use equipment; assist staff with the Job assistance Computer Center. All departments need help with general office tasks.

IN CASE OF EMERGENCY CONTACT

Name: _____

Home Phone: _____ Cell Phone: _____

Relationship: _____