



# GALENA PUBLIC LIBRARY DISTRICT

## Volunteer Application

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

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

Phone: \_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_

Email Address: \_\_\_\_\_

Present Employer, if any: \_\_\_\_\_

### Education and Experience

Please list any colleges/university, graduate schools, trade/business schools, and/or any special training you have had: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you speak any languages fluently, besides English? \_\_\_\_\_

Do you have a Food Sanitation Manager Certificate? \_\_\_\_\_

Are you BASSET certified? \_\_\_\_\_

Other applicable certifications? \_\_\_\_\_

Why are you applying to be a volunteer at the Galena Public Library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any previous volunteer and/or library experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What area(s) are you most interested in?

\_\_\_ Circulation (shelve materials, shelf reading, dust/clean, assist with Inter-library loan, cover books)

\_\_\_ Adult Programming (set up, clean up, serve food, assist with publicity, put up posters)

\_\_\_ Children's/Teen Programming (set up, clean up, help with crafts, assist with publicity, posters)

\_\_\_ LitFest (assist with the event on the day, put up posters)

\_\_\_ Office Assistant (data entry, tabulate surveys, write book reviews)

\_\_\_ Delivery (deliver materials to homebound patrons)

\_\_\_ Gardening (weed, plant, mulch, etc . . . the library grounds)

\_\_\_ Tech Help (Give one-on-one help to patrons with devices, apps, and software)

**Do you have any other skills that could benefit the library?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is your availability? (write the hours of the day that you are available)**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Are there any medical conditions or medications that you feel the library should be aware of?**

\_\_\_\_\_  
\_\_\_\_\_

**Please list an emergency contact:**

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

**Relationship:** \_\_\_\_\_

The staff member that most closely matches up with your interests and background will be in touch with you to schedule an orientation.

We reserve the right to perform a criminal background check on any applicant.

I hereby affirm that the information on this application is true to the best of my knowledge.

**Signature of Applicant:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_

*(If applicant is under the age of 18)*