

# Volunteer Application



josephinelibrary.org  
info@josephinelibrary.org

## Personal Information

Full Name:

Address:

Email:  Phone:

## Emergency Contact

Full Name:

Phone:  Relation:

## Availability and Areas of Interest *(check all that apply)*

Library branch	Availability	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/> Grants Pass   Tue-Sat						
<input type="checkbox"/> Illinois Valley   Wed-Sat	Mornings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Williams   Tue, Wed, Fri, Sat	Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wolf Creek   Wed, Fri, Sat	Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am interested in:

- Circulation desk** check in/out books for patrons
- Information desk** provide tech support, research, answer patron questions
- Children's library** help families and youth find books, support with crafts and activities, offer storytime
- Shelving** return books to their homes on the shelves
- Maintenance** keep our libraries clean and beautiful
- Hold requests** find books and process hold requests
- Library courier** transport books and other items from one branch to another
- Technical services/cataloging** help process materials using computers
- Business office** data entry, filing, social media and website updates, bulletin boards (requires computer skills)
- Special events/outreach** tabling at community events with library staff

**Skillset** (check all that apply)

Computers and technical support

- Low** | rarely use computers or internet
- Basic** | browse the internet, Microsoft Word, navigate files and folders, use library catalog
- Advanced** | search research databases, Microsoft Office suite, add/navigate new apps/programs, troubleshoot common issues

Other skills/interests

- art/crafting
- photography/videography
- data entry
- special events
- research
- other: \_\_\_\_\_

Please list any languages you speak other than English:

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement of Patron Confidentiality**

I understand that library patron and volunteer personal and library-usage records are private and confidential. If I have access to such records, I will not share the information contained therein with anyone. Disclosing patron information is a serious offense and will result in my dismissal.

By submitting this form, I consent to this information being shared with the Josephine Community Library Foundation.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please contact the Volunteer Coordinator at 541-476-0571 ext. 111 with any questions.

**Office use only**   BG: \_\_\_\_\_   Cleared: \_\_\_\_\_   Not cleared: \_\_\_\_\_   Contacted: \_\_\_\_\_