

Moorestown Library Volunteer Application

Thank you for your interest in volunteering at the Moorestown Library. The following information will assist the Library in making the most appropriate volunteer placement.

Contact Information	
Name	
Address	
Phone	
Email	
Preferred method of contact	

Availability

When are you available for volunteer assignments?

Morning _____ Afternoon _____ Evening _____
MON _____ TUES _____ WED _____ THURS _____ FRI _____ SAT _____

_____ Regularly each week for _____ hours
_____ Special projects (book sales, National Library Week)

Library interests

- _____ **Adopt a range:** Keep our shelves in order so books can be easily found. Choose your favorite Dewey Decimal number and straighten it up every week. Attention to detail and knowledge of the Dewey Decimal system is required. Training is provided.
- _____ **Book sale:** Sort book donations throughout the year. Set-up, clean-up, or be a cashier at semi-annual book sales. Sorting books may require some physical exertion.
- _____ **Cover and label books:** See the newest books and DVD's as you cover, label, and prepare them for checkout.
- _____ **Collection maintenance:** Help us keep our catalog current by searching for missing or lost items in the library's collection.
- _____ **Newspaper indexing:** Learn Moorestown history as you enter data for a growing index of local newspapers. Should be familiar with Excel.

Community Service Information

Are you required to fulfill a specific number of volunteer hours? _____ Yes _____ No
Number of hours required _____ Deadline _____

Special Skills or Qualifications

Summarize special skills or qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Person to Notify in Case of Emergency

Name	
Address	
Phone (day)	
Phone (evening)	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand that a background check is required for all volunteers 18 and older.

Name (printed)	
Signature	
Date	