

# Library Volunteer Application

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

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

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

**City/State/Zip:** \_\_\_\_\_

Telephone (Daytime)	Telephone (Evening)	Cell
_____	_____	_____

**Email address:** \_\_\_\_\_

**Emergency contact person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

## Education:

**High School/GED:** \_\_\_\_\_

## College/University

Name, Location, Dates, Degrees/Areas of Study:

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

## Work Experience:

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

## Volunteer Experience:

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

## Skills

**Computers:** (check all that apply) Word Windows Internet Explorer Excel

Other computer skills: \_\_\_\_\_

\_\_\_\_\_

## Other skills and interests:

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

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<b>Preferred days:</b> _____ Monday      _____ Saturday _____ Tuesday    _____ Sunday _____ Wednesday _____ Thursday _____ Friday	<b>Times available:</b> Morning from _____ to _____  Afternoon from _____ to _____	<b>Availability:</b> _____ Regular (weekly, bi-weekly) _____ Trained substitute _____ Special project(s) Times/Seasons not available: _____
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**Areas of interest:** *Please check*

<input type="checkbox"/> On-call, special events	<input type="checkbox"/> Computer volunteer	<input type="checkbox"/> Processing
<input type="checkbox"/> Shelf volunteer	<input type="checkbox"/> Genealogy	<input type="checkbox"/> Sorter Room
<input type="checkbox"/> Greeter	<input type="checkbox"/> Children's multi-purpose volunteer	<input type="checkbox"/> Other

**How did you learn about the Donald W. Reynolds Library Volunteer Program?**

(Check as many choices as apply)

<input type="checkbox"/> Library website	<input type="checkbox"/> Library staff	<input type="checkbox"/> Other
<input type="checkbox"/> Library newsletter	<input type="checkbox"/> Library volunteer	<input type="checkbox"/>
<input type="checkbox"/> Friends of the Library	<input type="checkbox"/> Volunteer Fair	<input type="checkbox"/>

**Why are you interested in volunteering at the Library?**

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**Would you like to join the Friends of the Library? (\$5 annual dues)**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Thank you for your interest in the Library volunteer program! We will contact you soon.**

**Karen Lau Kimbriel, Volunteer Coordinator**

**870-580-0976 karen.l@baxlib.org.**

**Staff Use Only:**

Interview date: \_\_\_\_\_ Orientation date: \_\_\_\_\_

Start date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_