Volunteer Application Form
Burlington Public Library

Please Print Clearly.

First Name: _____ **Last Name:** _____

Home Phone Number: _____ **Cell:** _____

Street Address: _____

City & Zip Code: _____

Birth Date (mm/dd/yyyy): _____

Email: _____

Emergency Contact Person: _____

Emergency Contact Person Number: _____

Have you volunteered here before? Yes No
If yes, when? _____

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

If yes, how many hours must you complete? _____ **AND** For What Program? _____

What date can you start volunteering at the library? _____

---See the list of all volunteer opportunities listed on the back of this application.---

---Please check all jobs that you are interested in.---

In consideration of the opportunity to volunteer with the Burlington Public Library, I fully and completely release the Burlington Public Library, its officials, and employees from any and all claims, demands, and liability of every nature and description arising by being allowed to volunteer with the Burlington Public Library.

All volunteers will be subject to a background check and/or reference checks. For all activities related to recruitment and retention of volunteers, the Burlington Public Library does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, martial status or political beliefs. The minimum age of a Library Volunteer is 14 years old.

Signature: _____ **Date:** _____

(If under age 18)
Parent or Legal Guardian Signature: _____

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FOR LIBRARY STAFF ONLY

Date received: _____ **Received by (Staff Initials):** _____

NOTES:

9/2011

Burlington Public Library

Volunteer Opportunities

Adopt-A-Shelf:

These volunteers are essential to keeping the library in good working order. Adopt-A-Shelf volunteers are assigned to one or more shelves. They keep the materials in their area properly arranged and help to keep their section tidy and in order.

Clerical:

These volunteers help prepare newsletters and mailings by means of data entry, word processing, filing, document sorting, printing, copying, and other tasks when required.

Collection Maintenance:

These volunteers assist with collection projects such as catalog searching and inventory as well as mending books and cleaning DVDs to promote the use and lengthen the life of the library collection. Tasks may include: searching shelves for materials and pulling materials, assisting with repair of library materials, typing and applying labels, and sorting. Attention to detail is essential.

Computer Instruction Assistance:

These volunteers assist library staff in working labs and computer training classes. Volunteers may help assist with computers, eReaders, or other digital devices. Volunteers must be comfortable using Windows-based software and library resources available online. Providing friendly internet assistance and troubleshooting more advanced technological problems is preferred.

Friends of the Library:

The Friends of the Library need volunteers to work at the Footnotes Shop, assist at book sales, and help recycle used books. If you are interested in any of these opportunities, your application will be passed on to the Friends of the Library group.

Landscape Maintenance:

These volunteers contribute to the beautification of the library's outdoor space. Volunteers help with weeding, picking up debris, and keeping the walkways and library entrance neat and clean.

Local History/Genealogy:

These volunteers improve access to the materials available in the Local History/Genealogy collection. They assist with research, contribute to obituary and other newspaper searches, indexing, filing, sorting, shelving, data entry, and preparing materials for collection use.

Program/Event Assistance:

These volunteers are called on to assist staff with library programs and events. Volunteers may be asked to help arrange meetings rooms, appropriate materials for programs, or monitor large events.

The Burlington Public Library is receptive to the benefits and growth made possible through the time and talents of our volunteers. If you have interests in volunteer opportunities that are not described on this page, please share your thoughts during your interview or at anytime with your volunteer coordinator. Training for volunteer positions is offered when necessary.

Thank you for applying to volunteer at the Burlington Public Library.