

# Marshall

PUBLIC LIBRARY



POCATELLO'S LIBRARY SINCE 1907

## Volunteer Application Form

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact Name and Phone \_\_\_\_\_

1. List past work experience (including volunteer work). Highlight the experiences you feel would be applicable to library work.

2. List other skills and special knowledge you have that might be beneficial to the library.

3. Why are you interested in donating your time at Marshall Public Library?

4. What aspects of library work are you interested in? Are there some jobs that do not appeal to you?

5. Would you prefer to have a regular schedule or work on special projects within a more flexible time frame?

6. Are there any days or times of day when you are not available?

7. How many hours per week or month would you have to give to the library?

References

1. \_\_\_\_\_

Phone \_\_\_\_\_

2. \_\_\_\_\_

Phone \_\_\_\_\_

3. \_\_\_\_\_

Phone \_\_\_\_\_

Volunteers at Marshall Public Library are as important to the overall function of the institution as any other member of the staff. Because we rely on our volunteers to enable us to provide the best service possible to the community, we ask that the volunteers commit to an agreed upon schedule and give reasonable notice if they are unable to report to work. Excessive absences make it difficult for us to work efficiently. If a volunteer finds that he or she must miss work frequently, the library may find it necessary to replace him or her with someone who is able to be on hand on a regular basis.

Each volunteer will be evaluated individually on a formal basis once a year and informally on a regular basis.

The librarian will determine the nature and scope of each volunteer's job in the library after the initial interview.

I have read the above and understand my responsibilities as a volunteer at Marshall Public Library.

Signed \_\_\_\_\_ Date \_\_\_\_\_