Adult Library Volunteer Application

1. Fill out this application form and SKILLS QUIZ and turn it in to one of the library staff or email to LibraryVolunteers@georgetown.org
2. The Volunteer Coordinator will contact you shortly about upcoming Volunteer Orientation dates.
3. Volunteers should be able to read and understand the Dewey Decimal numbers and spine labels. If you have problems, training is available.
4. Volunteers should become familiar with the library, locations of collections, and shelve materials in the correct locations.

Name ________________________________________________   Date of Birth ___/___/___
Address _______________________________________ City _____________ Zip _________
Phone ___________________ E-Mail ____________________________

What is your preferred method of contact? Circle one: phone   email

Emergency Contact: ___________________________ Relationship: __________________________

Phone__________________________

Previous library and/or work experience: __________________________

Hobbies/Interests: __________________________

*Volunteer Opportunities: Check those that interest you. Extra training may be needed for some opportunities.


____ Checking In Materials: Requires assessing the condition of returning materials and sorting according to condition and collection. This can be done in combination with shelving. Knowing the library collection is a plus.

____ Book/Material Processing: Requires training by staff to prepare materials for public use. Social interaction is limited. If you are detail-oriented and enjoy working quietly and independently, this could be the job for you! Processing requires a 2 hour block of time.

What times would you prefer to work? Check spaces to indicate availability.

<table>
<thead>
<tr>
<th>Day of the Week:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev 2/14/22

Staff: _____ Date Received: _____________