

# Mattapoisett Free Public Library

## VOLUNTEER APPLICATION FORM

*Thank you for your interest in assisting the staff at the Mattapoisett Free Public Library. Your help and skills are needed and provide a useful service to the community. We want you to enjoy your time with us and so we hope to match you with a task suitable to your skills, interests, and availability. Please ask any staff member if you have questions. We look forward to working with you, and many thanks!*

Date \_\_\_\_\_

### Please Print

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

Local Address: \_\_\_\_\_

Mailing address, if different: \_\_\_\_\_

Off season: \_\_\_\_\_

Telephone numbers: local \_\_\_\_\_ off season \_\_\_\_\_

Cell \_\_\_\_\_ work \_\_\_\_\_

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

References: \_\_\_\_\_

### Areas of interest (please circle all that apply):

Deliver materials to homebound persons  
Shelve books  
Shelf read fiction, non-fiction and AV  
Mend books  
Create flyers and post them in community  
Tutor adults in subject areas  
Tutor adults in computer skills  
Maintaining puzzles, toys, etc.  
Processing and sorting donated items  
Assist with special events and summer programs  
Serve as a library ambassador to community groups

Help with craft preparation  
Assist with story time, extra hands for crafts  
Wash books  
Prepare bulletin boards and decorate rooms  
Create displays  
Yard work and gardening  
Inspect condition of A/V items, clean & repair  
Copying forms, stamping date due cards, etc.  
Cleaning neglected areas in and out of building  
Keeping free literature up to date  
Keeping periodicals in order

Check one: I prefer to work in the: Children's Dept \_\_\_\_\_ Adult Services Dept \_\_\_\_\_ No preference \_\_\_\_\_

Please list your previous related experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best days to volunteer: Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Best times to volunteer: Mornings 10 – 12 \_\_\_\_\_ Afternoons 12 – 3 \_\_\_\_\_ Later PM 3—6 \_\_\_\_\_ Evenings 6-8 \_\_\_\_\_

I can volunteer from time to time \_\_\_\_\_ once or twice a month \_\_\_\_\_ every week \_\_\_\_\_

Special circumstances: \_\_\_\_\_

I understand that a CORI background check will need to be completed by the library director prior to beginning my volunteer experience at the Mattapoisett Free Public Library.

I understand the privacy of library patrons and guests is to be maintained while I am assisting at the library and also outside of my volunteer time. This includes, but is not limited to, reading preferences and information requests expressed by patrons and staff.

I understand that I report to the library staff and I am here to assist. Questions that I have regarding library operations should be brought to the library director.

I understand that volunteers are important to the operation of the library, and if I cannot keep my scheduled volunteer time, I will call the library as soon as possible.

I agree to support the library staff and to be an advocate for the library in the community.

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Signature

Date

*Thank you!*