Library Volunteer Application Form

Date: _____

Applicant's name: _____

Contact number: _____ Date of birth: _____

Email: _____

Address: _____

Preferred location/s: _____

Availability (days and times):

Other/special requests: _____

Library Volunteer job description

To assist in the successful operation of the library by returning books to their correct positions on shelves and keeping shelves in order, making it easier for staff and patrons to find and use materials.

Applicants should have an aptitude for detail and neatness, and an ability to:

- Arrange items in numerical and/or alphabetical order
- Push, bend, stretch, reach, lift and read book spines
- Become familiar with the Dewey Decimal System (Non-Fiction)
- Work independently and within a small group
- Be punctual and reliable.

Responsibilities

- Attend an orientation to the library and job-specific training
- Commitment of one or two hours per week at a mutually agreed time
- Give Volunteer Coordinator sufficient notice if unable to attend
- Return books or other materials to appropriate locations on shelves
- Refer public requests to appropriate library staff
- To be aware of basic safety issues and to follow the safety procedures
- To be aware of evacuation procedures.

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Waimakariri Libraries