



Volunteer Application

All information is confidential.

Please email completed form to southworthlibrary@gmail.com
or drop off at Circulation Desk.

Name							
Address		City/State/Zip			Birthdate (mm/dd/yyyy)		
Email				Phone			
Why are you interested in volunteering at the library?							
Do you have any experience working at a library or with the public? Yes___ No___ If yes, please explain:							
Is this required community service? Yes___ No___ If yes, please explain:							
Number of hours required to fulfill service:							
From the jobs below, please check how you might like to contribute (SEE JOB DESCRIPTIONS ON BACK):							
General Library Work ___		Light Cleaning ___		Administrative Service ___			
Special Program Assistance ___		Willowbrook Senior Housing ___		Teen Advisory ___			
Digital Services ___		3D Printer Assistance ___		Fundraising ___			
Other (please explain) ___							
Please indicate the days and times you are available to volunteer (i.e. 2:30-5:00):							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							CLOSED
Afternoon							CLOSED
Evening							CLOSED
How often would you like to volunteer? (ie: most volunteers assist once a week for a couple hours at a time)							
Many jobs at the library are physically demanding. Do you have any physical limitations that would be aggravated by standing, bending, kneeling, etc.? Yes___ No___ If yes, please explain:							
Signature					Date		

Who volunteers at the Southworth Library?

The Library enjoys the support of many volunteers who generously share their knowledge, skills, and enthusiasm with our community. Their jobs range from shelving and covering books, assisting with program preparations, computer/digital instruction, and other tasks critical to carrying out the mission of our Library. Volunteers come to us from a variety of backgrounds, from retirees who want meaningful work to students fulfilling community service credits. We provide training and support to volunteers. You must be 14 years of age or older to volunteer.

Why volunteer?

There are many reasons to volunteer at the Library. Reasons include:

- Meeting new people and make new friends
- Teen intern experience
- Fulfilling a community service requirement
- Providing assistance for our many programs and offerings
- Being closer to books, book lovers, authors, and new ideas

In any capacity, our volunteers bring with them a sense of commitment, dependability, flexibility, and an appreciation of the vital service Southworth Library provides for our community.

Want to get involved at the Library?

- Call us at 607-844-4782
- Email southworthlibrary@gmail.com
- Pick up an application at the circulation desk

Contact us to find out more about volunteer opportunities and together we'll discover which job is right for you!

Volunteer Opportunities

- **General Library Work:** General tasks as needed, including shelving, gathering holds, materials processing and repair, discarding weeded materials, and shelf reading. Shelf reading means to organize books using the Dewey Decimal system, check for foreign items among book pages, and make shelves neat and orderly. Must be meticulous and be able to work independently. May require kneeling, standing, or crouching for long periods of time.
- **Light Cleaning:** Basic cleaning such as dusting the shelves for cobwebs, wiping down tables and chairs, breaking down boxes, and tidying up toys in the children's section.
- **Administrative Service:** Organization of supplies and resources as well as general office work.
- **Special Programs Assistance:** Assist with various prepwork, setup, and execution of programs or special events as needed.
- **Willowbrook Senior Housing:** We provide books and materials for the residents who find it difficult to get to the library. Every 4 weeks, we select new titles to bring over and pick up the ones that are left there from our last visit. Should have excellent interpersonal skills. Requires some lifting and may require use of personal vehicle and valid driver's ID.
- **Teen Advisory:** For teens only. Assist with planning and running teen events and programs. What fun things do you want to do with your peers at the Library?
- **Digital Services:** Provide assistance for people to use the internet for their information needs. Help them with basic internet and software use and with electronic devices.
- **3D Printer Assistance:** Knowledge of the mechanics of 3D printing and ability to assist patrons to print their items.
- **Fundraising:** Got an idea? We can use you!

All volunteers must follow the Library code of conduct and sexual harassment policies. Volunteers must notify the Library in advance if they will miss their designated volunteering time slot for any reason.