



Complete and Return to:
Volunteer Coordinator
Warren County Memorial
Library
119 S. Front Street
Warrenton, NC 27589

Volunteer Application

Name: _____
Preferred Name or Nickname: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (home): _____ (cell): _____
Email: _____
Date of Birth: _____

Emergency Contact

Name: _____ Relationship: _____
Phone (home): _____ (cell): _____

Personal References

Name: _____ Relationship: _____
Phone (home): _____ (cell): _____

Name: _____ Relationship: _____
Phone (home): _____ (cell): _____

Preferred work schedule (please be specific):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available Times						

Length of time available:

Ongoing: _____ or limited period of time (enter the date range): _____

Relevant work, library experience, and/or any special skills or knowledge that might benefit the library? _____

Type of volunteer projects desired (circle all that are of interest to you):

Adopt-A-Shelf Read spine labels to determine proper placement of materials on the shelves; ensure that are neat and clean. Need ability to be detail-oriented.	Computer Lab Assist customers with questions about using the lab computers; explain appropriate computer usage and capabilities. Need to be comfortable with basic computer programs.	Shelving Return items to their proper locations on the library shelves. Need to be detail-oriented to ensure proper material placement, and able to maneuver heavy objects.	Materials Repair Assist with repairing damaged items. Need to be comfortable learning detailed procedures to ensure materials are properly processed.	Research Services Research genealogy and local history requests. Organize & scan newspapers, local history materials, & special collections. Need to be detail-oriented.	New Materials Assist staff with preparing new materials for circulation, including processing media, applying book jackets, laminating adding property tags. Need ability to be detail-oriented.
Cart Sorting Arrange materials on carts to prepare for shelving. Need to be detail-oriented to ensure proper placement of materials.	Materials Searcher Search library shelves for misplaced or requested items. Need ability to problem-solve and pay attention to detail.	Youth Services Assistant Assist staff with children and teen programs. Need ability to follow directions from staff and knowledge of basic child behavior and safety.	Withdrawn Materials Assist with processing withdrawn items, including stamping and boxing materials. Need ability to perform repetitive tasks.	Library Aesthetics Straighten materials on shelves, collect library items left around the building; make the library look clean & neat. Need ability to assess order and cleanliness.	Special Events/Projects Assist with time-limited events or projects. Ideal for people who are interested in volunteering, but are unable to commit to ongoing projects.

Release

I understand that consideration for Volunteer Services at the Library may be contingent upon the results of a background and reference check. I authorize the Library to make sure investigations and inquiries of my personal, employment, and related matters as may be necessary in arriving at its decision. I release employers, schools, and persons contacted from all liability in responding to inquiries in connection with my application for Volunteer Service. I understand all such reports will be held in confidence.

I hereby acknowledge that I have read and understand the above statements.

Signature of Applicant: _____ Date: _____

Parental Permission (for volunteers under 18 years old)

Volunteers must be at least 15 years of age to volunteer, and those under 18 must have a parent or legal guardian signature for permission. Volunteer hours for those under 18 shall follow relevant child labor laws.

I (print name) _____, parent/legal guardian, grant permission for
(print) _____ to volunteer at Warren County Memorial Library.

Parent/Guardian Signature: _____ Date: _____