

Orem Public Library Volunteer Application

PERSONAL INFORMATION

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Birthdate _____

Emergency Contact (name, relationship, phone) _____

Referred By: _____

EXPERIENCE

Volunteer Experience (current and past) _____

Work Experience (current and past) _____

Other skills, abilities, hobbies or interests _____

AVAILABILITY

Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time:						

I would like to volunteer _____ hours per _____.

What type of service are you interested in (circle areas of interest on back side of sheet)?

What do you hope to gain from your volunteer experience? _____

Library Use Only: Application Taken By: _____ Identification Verified By: _____

Background check OK: _____ Called: _____ Area Assigned: _____

Training Date: _____ Volunteer Library Privileges given: _____

Library Volunteer Opportunities (Please circle the options that interest you)

LIBRARY MAINTENANCE SERVICES—help keep the library looking great and running smoothly

- Fill paper and pencils
- Sharpen pencils and cut scrap paper
- Straighten and pick up books, dust shelves
- Clean books, movies, audio books
- Fold/Staple booklists
- Book Mending

CIRCULATION AND REFERENCE SUPPORT—help bring people and information together

- Empty book drops
- Check returned items for damage and completeness
- Scan library applications
- Sort carts of items to be shelved
- Shelve items
- Read shelves to maintain order

SPECIALIZED LIBRARY SERVICES—assist with library collection, programs, and operations

- Inventory library materials
- Assist cataloging in data entry
- Assist collection developers with collection maintenance
- Assist acquisitions with donations
- Friends of the Library – be an advocate for the library and assist with special projects and events.

We appreciate the service our volunteers give. If you have further questions about volunteer work please contact Christie Nuttall at 801-229-7120. Thank you.

