Adult Volunteer Application
St. Charles Public Library

Library Staff: Please forward completed applications to Kimi Majors, Adult Volunteer Coordinator

Name: __________________________________________ Date: __________________________

Street Address: __________________________________ Are you over 18? [ ] yes [ ] no

City: ___________________________ Zip: _______________________

E-mail: ___________________________ Preferred Phone: _______________________

Emergency contact: ___________________ Relationship: _______________ Phone: _____________

Skills and Experience: (Please check all that apply)

___ Familiarity with our online catalog
___ Office computer skills (please list) _________________________________________________
___ Library experience (if any) _______________________________________________________

Other skills or interests: __________________________________________________________________

Time Commitment: ___ short term (less than 6 months) ___ long term (more than 6 months)
___ regular weekly schedule ___ sporadically/events only

What days are you available? [ ] Mon [ ] Tues [ ] Wed [ ] Thu [ ] Fri [ ] Weekends

What times are you available? [ ] Morning [ ] Afternoon

Previous work and/or volunteer experience:

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<th>Organization</th>
<th>Position</th>
<th>Description of Work Completed</th>
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Volunteer Interest:

Please indicate the possible volunteer areas that might interest you. You may check more than one.

___ Handling materials:
   ___ Tidy and organize shelves
   ___ Shelve DVDs
   ___ Retrieve items from Library book drops
   ___ Pull on-hold materials
   ___ Assisting selectors to maintain parts of the collection
   ___ Cleaning, dusting, oiling book carts

Other areas of interest: _____________________________________________________________

Why are you interested in volunteering at the library?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

References:
Name: ____________________ Relationship: ________________ Phone: ___________________

Name: ____________________ Relationship: ________________ Phone: ___________________

The Library strives to place every applicant. However, volunteer opportunities are limited. If unable to be assigned, please indicate if you are willing to be placed on a wait list. For more information, e-mail Adult Volunteer Coordinator Kimi Majors at kmajors@scpld.org or call 630-584-0076, ext. 228.

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING AT THE ST. CHARLES PUBLIC LIBRARY!

For Office Use Only:

Contacted: _____________________________________________________________________

Status: _________________________________________________________________________

Assignment: _____________________________________________________________________

Supervisor: ____________________________________________________________________

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