

**Library Volunteer Application
Latah County Library District**

Name: _____ Date: _____

Address: _____ City: _____

Telephone: _____ Email: _____

Name and phone of an emergency contact: _____ (____) _____

Name the district library where you would like to volunteer: _____

Would you like to volunteer on a REGULAR or TEMPORARY basis? (Circle one)

If Community Service, _____ hours need to be completed by this date: _____

Would you like to volunteer for: (Circle one or more)

Regularly scheduled hours On-call special tasks Friends of the Library events

Total hours you would like to volunteer each week: _____ When could you begin? _____

What hours would be best for you to volunteer? Please list:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Please note: Some of our volunteer tasks rely heavily on regular attendance to keep our workflow moving smoothly. If you find that you are unable to maintain your regular volunteer commitment, we may suggest a different assignment for you.

Examples of tasks we need help with:

- Facing and straightening items on shelves
- Locating and pulling items that have been placed on hold by library patrons
- Shelf-reading
- Arranging magazine issues on shelves
- Removing magazine back issues for deletion
- Copying and folding brochures
- Sweeping the Moscow Library plaza and steps
- Dusting shelves and plants; cleaning scuffed kick-stools, etc.

Examples of tasks performed only by our trained staff:

- Reading to children
- Checking out materials to patrons
- Checking in returned materials

Signature

Please return this form to any branch of the Latah County Library District. We will contact you within two weeks and will keep your application on file for 60 days if no volunteer opportunities are immediately available. Thank you for your interest in helping the library! Questions, call 882-3925 x 118.