

## Volunteer Application

206 Broadway/Findlay, Ohio 45840/ 419-422-1712/ [www.findlaylibrary.org](http://www.findlaylibrary.org)

Contact Information	
Name	
Address	
Phone	
E-mail	

### Area of Interest

Where would you prefer to volunteer in the library? Mark all of interest.

#### Shelf Reading

Adult Services \_\_\_\_\_ Youth Services \_\_\_\_\_ Read for LIFE Tutor \_\_\_\_\_

Media Services \_\_\_\_\_ Book Cellar \_\_\_\_\_

### Emergency Contact

Who would you like for us to contact in case of an emergency?

Name	
Relationship	
Address	
Phone	

### Disclaimers and Policy

I certify that the information provided on this application is true, accurate and complete to the best of my knowledge.

I understand that a federal background check will be conducted by a private institution, if I am selected to volunteer. All volunteers at Findlay-Hancock County Public Library must have clear results to proceed.

It is the policy of the Findlay-Hancock County Public Library to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in volunteering with us.

### Agreement and Signature

Printed Name	
Signature	
Date	

## Volunteer Position Information

### Shelf Reading

If you are selected as a shelf reading volunteer, you will be completing the below tasks.

- Begin shelf reading at the start of a section, and each shift, pick up where you previously left off. Record your progress in the department shelf reading notebook.
- When you reach the end of your assigned section, check in with your department contact, and see if they would like you to proceed to a new section, or start from the beginning of your section.
- Determine if materials are shelved correctly as you are reading. Each department could be shelved differently, please refer to the shelving guidelines given to you by your department contact. Reading shelves will consist of checking the call number, author name, book title, etc.
- Generally, library pages and volunteers complete 30 minutes of shelf reading at a time.
- Straighten shelves in your area. This includes: fronting the shelves, dusting shelves and materials, replace bookends as needed, gather stray materials and return them to the in-house use cart, etc.

### Read for LIFE Tutor

Read for LIFE is always looking for tutors. No professional teaching experience is required.

Potential tutors are required to attend a one-time training class. Our ideal volunteers are interested in and able to relate to a wide variety of individuals, literate, flexible, friendly, patient, and optimistic. A sense of humor is helpful. Volunteers should be available one to two hours per week for instruction.

### Book Cellar

The Friends of the Library is a volunteer, nonprofit organization dedicated to supporting the library and its relationship with the community. The Book Cellar offers great prices on gently used books, CDs, DVDs, and more. The Friends of the Library manage and staff the bookstore. Cellar Volunteers assist customers, sort materials, and stock shelves. They also assist in annual sales and other events as needed.