The Urbana Free Library Volunteer Application

[rec'd date ____________ / Ack. Date & initials ______ ]

Thank you for your interest in volunteering at The Urbana Free Library.

Name

Street Address/Apt. #

City State Zip

Phone: Home Cell Work

Email

Emergency contact:

Name

Relationship to you Phone number

Number of school hours required: ____________ Number of court appointed hours required: ____________

Are you now or have you been a student at the School of Information Sciences at Illinois? □ Yes □ No

Languages you speak other than English (Please indicate your level of fluency.)

____________________________________________________ □ Polite □ Literate □ Fluent

____________________________________________________ □ Polite □ Literate □ Fluent

Once a volunteer commits to a schedule, the Library adjusts projects/tasks accordingly and counts on the volunteer to fulfill his or her commitment. Tell us about the time frame you will be available to volunteer at the Library.

Length of service commitment:

□ Year □ Semester □ Month □ One-day/one-week projects only

□ Summer break □ Spring break □ Winter break □ Other ____________________________

What hours/days of the week are you available to volunteer? One hour per week minimum, please.

Example: Tuesday evenings 6:00 - 7:00 p.m. Please enter a time, not an ‘X’.

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*The Library is open one Friday evening a month, 6:00 - 8:00 p.m.
** Evening hours for Archives are limited to Wednesday.
For AGE 14 AND ABOVE:

Personal References: Please list two non-family members whom we may contact and who would be able to tell us about you. Include at least one method of contact.

Name ____________________________________________ Name ____________________________________________

Address ________________________________________ Address ________________________________________

Email __________________________________________ Email __________________________________________

Daytime phone __________________________________ Daytime phone _____________________________________

Relationship to you __________________________________ Relationship to you __________________________________

Volunteer Release Statement: I hereby certify that the above information on this application is true, accurate, and complete to the best of my knowledge. My signature authorizes The Urbana Free Library to verify any of the information on this application and secure information from personal references. If I am accepted as a volunteer at The Urbana Free Library, I agree to abide by the Library's rules and regulations.

____________________________________________________________________________________________________

Signature __________________________________________ Date ____________________________

Please check any activities that you are interested in:

☐ Acquisitions Volunteer ☐ Adopt-a-Shelf Volunteer ☐ Archives Volunteer
☐ Bibliography Checking Volunteer ☐ Chess Club Volunteer ☐ Children's Services Volunteer
☐ Circulation Services Volunteer ☐ Clerical Volunteer ☐ Display Volunteer
☐ Game and Kit Inventory Volunteer ☐ Gardening/Fairy Garden Volunteer ☐ Graphic Services Volunteer
☐ Home Delivery Volunteer - Driver ☐ Home Delivery Volunteer - Item Selector ☐ Maintenance/Cleaning Volunteer
☐ Material Finding Volunteer ☐ Other

☐ Computer Lab Volunteer* ☐ Teen Open Lab Volunteer* * Additional questions required.

Please check any skills you have:

☐ Tutoring ☐ ESL ☐ SCORE ☐ Excel ☐ Word processing ☐ Indexing
☐ Graphic arts ☐ Gardening ☐ Painting ☐ Sewing ☐ Inventorying

Other ____________________________________________________________________________________________

Previous library experience: ☐ Yes ☐ No

Please describe your library experience: _____________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

The Urbana Free Library • 210 West Green Street • Urbana, Illinois 61801 • 217-367-4057 • urbanafreelibrary.org 09/18