

The Urbana Free Library Volunteer Application

rec'd date _____ /Onboarding Date & initials _____ /Expiry Date _____ ?Returnable? Y or N]

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

Name

Address

Phone: Primary

Email

I am a minor (between the ages of 14 and 18 years) an adult (over the age of 18 years)

Children under the age of 14 may not volunteer independently.

Families with younger children may volunteer in the gardens as a unit. Parents & guardians will assume all liability for their children.

Emergency contact:

Name

Relationship to you

Phone number

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

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Volunteers are expected to commit to a minimum of 3 consecutive months of at least 1 hour of volunteer service each week. Each volunteer shift is no longer than 3 hours. Volunteers may not complete more than 2 volunteer shifts each week. Exceptions to the above are made at the discretion of the Volunteer Coordinator or for volunteers recruited for special projects, gardening, and book sale support. Some volunteer opportunities require a longer commitment.

Length of service commitment: Summer break Semester Year Other

Minimum number of volunteer hours required by school or academic organization: _____

Minimum number of community service hours required by court order: _____

What hours/days of the week are you available to volunteer?

Please enter a time range, not an 'X' Example: Tuesday evenings 6 -7pm

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	/						
Afternoon							
Evening	/					/	/

Library hours: Sun 1pm – 5pm; Mon – Thurs 9am - 9pm; Fri - Sat 9am – 6pm.

Volunteers shifts only available during regular Library hours.

What date are you available to begin? _____

What date will be your last date/date to update volunteer availability? _____

Why are you interested in volunteering at The Urbana Free Library? _____



PLEASE RANK THE TOP THREE VOLUNTEER OPPORTUNITIES YOU ARE INTERESTED IN:

- Material Finding Volunteer
Typically 1 shift/week; 2 hours per shift
- Library Program Support Volunteer
Typically 1 shift/week; 1-2 hours per shift
- Friends Online Sales & Support Volunteer
Typically 1-2 shifts/week; 2-3 hours per shift
- Friends Book Sale Support Volunteer
Set-up & take down; 4 times/year
- Home Delivery Item Selector Volunteer
Typically remote; up to 1 hour per week
- Gardening Volunteer
Typically 1 shift/week; 2 hours per shift; April-Nov

- Home Delivery Driver Volunteer*
Once/month; 2-5 hours per shift
- Archives Volunteer*
Typically 1 shift/week; 2-3 hours per shift
- Computer Lab Volunteer*
Typically 1-2 shifts/week; 2-3 hours per shift
- Teen Open Lab Volunteer*
M-Th 3-5:30pm; Typically 1-2 shifts/week

* Additional interview processes and longer volunteer commitment required.

What interests you most about these opportunities? _____

PLEASE CHECK ANY SKILLS YOU HAVE:

- | | | | | | |
|---|---------------------------------------|--|--|--|---------------------------------------|
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> ESL | <input type="checkbox"/> SCORE | <input type="checkbox"/> Excel | <input type="checkbox"/> Word processing | <input type="checkbox"/> Indexing |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Graphic arts | <input type="checkbox"/> Gardening | <input type="checkbox"/> Painting | <input type="checkbox"/> 3D printing | <input type="checkbox"/> Inventorying |
| <input type="checkbox"/> Sewing | <input type="checkbox"/> Teaching K12 | <input type="checkbox"/> Vinyl Cutting | <input type="checkbox"/> Previous library experience | | |
| <input type="checkbox"/> Music/Video production | <input type="checkbox"/> Other | | | | |

Briefly describe any library experience: _____

Briefly describe any software or IT support experience: _____

Briefly describe creation/maker interests or skills: _____

Briefly describe your level of customer service experience: _____

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

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. I further certify that I am over the age of 18 years. 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 policies and procedures. I understand that I will receive no monetary compensation for this role.

Signature _____ Date _____

Volunteers between the ages of 14 years and 18 years are required to have their parent(s) or guardian(s) read and agree to the following prior to their initial onboarding interview:

I, _____, the parent or legal guardian of the minor named on this form, consent to their participation in the volunteer activities organized by The Urbana Free Library. I understand that, should they be accepted into a volunteer position, they will be provided with the training and support necessary for the safe and responsible performance of the volunteer duties and will be expected to meet all requirements of the position, including compliance with Library policies and procedures. I understand that my child will receive no monetary compensation for this role.

Signature _____ Date _____

