

# Cranberry Public Library

## Volunteer Application

2525 Rochester Road, Cranberry Township, PA 16066-6499  
 Ph: (724) 776-9100      www.cranberrylibrary.org

**Please Print**

Position: <b>Library Volunteer</b>	Date of Application:
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Last Name	First Name	Middle Initial
Address (street, city, state, zip)		
Telephone Numbers - please indicate preferred with a star  Home:  Cell:	Email Address:	
Emergency Contact Name & Phone Number:		

### Availability (Check preferred day/time)

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
How many hours are you able to volunteer each week?							
Is there a time of the year when you are not available to volunteer?							

# Experiences

Education:		
Major Work Experiences:		
Volunteer Experiences:		
How did you hear of the Cranberry Library Volunteer Program?		
Indicate any foreign languages you can speak, read and/or write:		
	Fluent	Good or Fair
Speak		
Read		
Write		
<p>Computer skills (list programs or electronic devices that you are familiar with- Word, Excel, Publisher, Photoshop, CorelDraw, Apple, Mac, Android, Kindle, etc.):</p>		<p>Hobbies, equipment that you are familiar with, craft skills or special interest areas:</p>

## References

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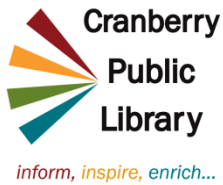
List two or three persons who know you in a personal or professional capacity. By signing this application, you are permitting the Library to inquire of your references as to your qualifications and suitability to serve as a volunteer.

1.	_____	_____
	(Name)	(Telephone)
	_____	_____
	(Address)	__Personal or __Professional
2.	_____	_____
	(Name)	(Telephone)
	_____	_____
	(Address)	__Personal or __Professional
3.	_____	_____
	(Name)	(Telephone)
	_____	_____
	(Address)	__Personal or __Professional

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your interest in the Cranberry Public Library**

Cranberry Public Library Volunteer Application



## CPL Volunteer Policy Statement of Confidentiality of Library Records

The Cranberry Public Library recognizes the responsibility of protecting the privacy and confidentiality of library users. This confidentiality extends to information sought or received; including library materials consulted or borrowed, database search records, reference interviews, interlibrary loan records, circulation records, registration records and all other personally identifiable uses of library materials, facilities or services. Such information may not be disclosed.

### Volunteer Declaration:

- As a volunteer I have read and understood the above declaration on confidentiality and agree to work within these arrangements.
- I will maintain the confidentiality of the clients' and service users' personal, sensitive or confidential information.
- I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to do my role as a volunteer.
- I will not mention the names or other details of clients and service users in conversation with people outside the organization.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A confidentiality statement ensures that volunteers understand the need to keep information confidential, to respect the privacy of clients, other volunteers and staff and that the volunteer will use all information gained in the course of their service in a responsible manner.

**We want to make sure that all of our volunteers are doing jobs that they enjoy and are capable of doing. The following sections will help our staff in matching up the right people with the right jobs.**

## **Types of Volunteer Experiences Desired**

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**Please check any that you think you might be interested in. Indicating a particular task does not guarantee that the individual will be assigned that role.**

### **\_\_\_\_\_ *Adopt-a-Shelf***

Help us keep Cranberry Library's collection neat and organized so that we can ensure that patrons can easily locate materials. Duties include: checking materials to ensure that each is in the proper shelf location and in correct alphabetical/Dewey Decimal order, shift items and clean shelves as necessary. Training is provided. Hours are flexible, but we suggest at least 1 hour per week.

### **\_\_\_\_\_ *Shelf Elf***

Shelf Elves can be seen pushing those big book trucks around the library. If you love browsing items in the library's stacks, why not help us out while you're at it? Duties include: shelving library items in their appropriate place "in the stacks." Attention to detail and the ability to stoop down, reach up, and push a loaded book cart are requirements for this job. Time commitment is 1-2 hours on a weekly basis.

### **\_\_\_\_\_ *Display Artist***

Do you have a flair for the creative? Help the librarians create themed displays in the display windows and throughout the library. Duties include: creating book lists based on themes, retrieving items from the library's shelves, arranging materials in appealing and creative ways. Training is provided. 2-3 hours per month.

### **\_\_\_\_\_ *Checker Inner***

How do we get the books from other locations? Well, we have a delivery van that comes 4 days a week. We need assistance checking in items that are delivered on those mornings. Duties include: Using the library's automation system to check in items. You don't have to be fast, but you do need to pay attention to detail! Training will be provided. 1-2 hours per week, preferably in the morning.

### **\_\_\_\_\_ *Storytime Helper***

This is a job for anyone that wants to help out with children's library services. Duties include: assisting the children's librarian during storytime and helping children with the accompanying storytime craft activity. Training is provided. 1 hour per week that coincides with one of the storytimes that is offered.

\_\_\_\_\_ ***Program Helper***

Have you ever wanted an excuse to attend the many wonderful programs at the library? Here you go! The library offers many different program opportunities for all ages and sometimes it helps to have a “wing-man.” Duties include: set-up before and assist the librarian during the program, and clean-up after the program. Training is provided. Hours vary, depending upon the program schedule.

\_\_\_\_\_ ***Inventory Assistant***

As a kid, you probably loved playing grocery store clerk and “beeping” all the things. You can actually do that here! Did you know that Libraries have to inventory items just like retail stores do? It helps us keep accurate track of what’s in the stacks! If you have 2 hours a week, are able to reach high shelves and bend down for low ones, and are computer literate, we would appreciate your help with inventorying our collection.

\_\_\_\_\_ ***Tech Helper***

So many people need help these days with their electronic devices. The library staff sometimes doesn’t have enough time or knowledge to sit with someone. Are you tech savvy? Could you donate some time to offer one-on-one assistance to patrons? These sessions could be arranged by appointment or maybe you’d be willing to host a “Drop In for Tech Help” session a day or two a month? Knowledge of computers required. Time would be what you can offer.

\_\_\_\_\_ ***Library Ambassador***

Sometimes we take the library outside of the library, and when we do we need people who are willing to help us spread the word about the many services that the library provides. Help us “staff the library” booth at Cranberry Community Days, Home Expos, and other community events. The time commitment varies depending on event schedules. Individuals should be enthusiastic and outgoing! Ambassadors will be assigned to work with library staff or another volunteer for this job.

\_\_\_\_\_ ***The Forge (Makerspace) assistant***

*“Laser engraver. Cricut machine. Embroidery and sewing machines. 3-D printers. Crafty and creative. Organized.”*

If those are things that sound familiar to you, then maybe we can use your talents as an assistant in the Forge. Any volunteers in the Forge would be vetted by our Makerspace manager. Training would be required and time would vary depending on needs.

\_\_\_\_\_ ***“Wrap” Artist***

Are you old enough to remember wrapping your textbooks with brown grocery bags? If yes, you have skills we can use! Ever wonder how we get a book ready to shelve? This would be a great opportunity for you to learn some of the behind the scenes work. We need help stamping and wrapping books to get them ready for the shelf. The time commitment is one hour minimum, up to two hours. The number of days a month is flexible. Training provided.