

Cranberry Public Library

Volunteer Application

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

Please Print

Position: Library Volunteer	Date of Application:
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Last Name	First Name	Middle Initial
Address		City, State, Zip
Telephone Numbers:	Email Address:	
Home:		
Cell:		
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		
Computer skills (list programs you are familiar with- Word, Excel, Publisher, Photoshop, etc.:		Hobbies, craft skills or special interest areas:

References

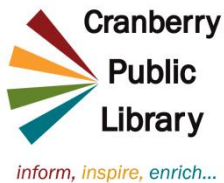
List two or three persons who know you in a personal or professional capacity. By signing this application, you are permitting the Library to inquire of your references as to your qualifications and suitability to serve as a volunteer.

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

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 assure 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.

_____ *Circulation Assistant*

Are you a "people person" who is also comfortable using computers? Volunteering as a Circulation Assistant could be for you! Duties include: checking library materials out to patrons and checking in returned library items; answering the telephone. This task requires strong customer service skills. Training is provided. Time commitment is 2-3 hours on a weekly basis.

_____ *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 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*

Sometimes we just can't get to everything at the public circulation desk. Twice daily we need assistance checking in items that are returned in our outdoor book drops. Duties include: Using the library's automation system to check in returned 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.

_____ *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*

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.

_____ ***Donation Sorter***

We're fortunate to have many wonderful books donated to our library, but we need help sorting them. Work with one of our librarians to learn how books are selected for the Library's collection and you'll be ready to help us sort things out! Must be able to bend and lift a minimum of 20 pounds. Training is provided. Requires a commitment of 2-3 times weekly, for 1 hour at a time.

_____ ***Cranberry Clipper***

This is a job for someone interested in preserving local history. Must have good organizational skills and be self-motivated. Some of this work can even be done from home, but anyone doing this job should not be allergic to spray products. Time commitment varies.

_____ ***Inventory Assistant***

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.

_____ ***Cataloging Assistant***

Cataloging items is the backbone of library service – without it, we would not be able to locate books, DVDs, maps, or anything else in the Library! Admittedly, this volunteer opportunity requires a very specific set of skills. If you know what a MARC record is, we could use your help deleting items, printing labels, and making straight trades. Time commitment is 1-2 hours per week. Some experience required; some training provided.

_____ ***Index Assistant***

Do you know what a MARC record is and how to read one? If you do, volunteer to help us check the accuracy of and upgrade our catalog's records. We might even have you pull outdated records. MARC record literate volunteers are asked to give 1-2 hours per week. Some experience required; some training provided.

_____ ***Computer Class Helper***

Did you know that the library offers a series of computer classes on Saturday mornings? While we have knowledgeable staff to teach the classes, it would be nice to have a helper present during the classes to assist those in attendance. If you're comfortable with computers, consider giving us a couple of hours on Saturday mornings during the spring and fall. Knowledge of computers required.

_____ ***Book Doctor***

We have a pretty healthy collection of books, but occasionally we find one that needs a little work to fix up. If you're neat, details oriented, and like working with tape and scissors, come and help us mend books so that we can extend their shelf life just a little longer. Time commitment is 2 hours per week; training provided.

_____ ***Storyline Reader***

If you have a flair for the dramatic, we can use your voice! We're looking for 1 or 2 individuals, preferably familiar with children's literature, who are able to read stories for our "Dial-a-Story" service. Time requirement is 1 hour bi-weekly and training will be provided.

_____ ***Stew's Book Sale Assistant***

Our employee, Stew, does a fantastic time organizing and sorting items for our ongoing book sale, but even he can

use some help. Interested in giving Stew a hand with this task? This job only takes about 1 hour a week and Stew will show you what to do!

_____ ***Price Checker***

We are fortunate to receive wonderful donations of books! Many of them go right into our collection, but some we simply can't use in-house. That doesn't mean the Library can't benefit from them – if you like research and are skilled at using websites like eBay consider helping us sell some of our donated items so that we can add to our Library's new book budget. The time commitment varies, depending on donations received. Training provided on researching book prices, but volunteer should be competent in using online auction sites.

_____ ***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, Election Day Coffee & Doughnuts 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.

_____ ***Poster Person***

Are you a wiz with Microsoft Publisher or another design program? We need someone with mad design skills to help us spread the word about all of the wonderful programs and services that the library offers. Help us call attention to the library by creating posters and fliers for us to post in-house and in the community. This job can be done either in the library or entirely from home a home computer. The time commitment varies and training will be provided.