

Burlingame Public Library

480 Primrose Road • Burlingame, CA • (650) 558-7400

Application for Adult Library Volunteers

Name: _____

Date of Birth: _____

Address: _____

Home Phone: _____ Email: _____

Cell Phone: _____

Do you have a valid driver's license:

Yes No If yes, License # _____ State _____ Exp _____

Emergency Contact:

Name _____ Relationship _____

Address _____

Phone _____

Please Mark Your Availability:

Monday 10-12 12-2 2-4 4-6

Tuesday 10-12 12-2 2-4 4-6

Wednesday 10-12 12-2 2-4 4-6

Thursday 10-12 12-2 2-4 4-6

Friday 10-12 12-2 2-4:45

Please tell us at little bit about yourself:

Why you are interested in volunteering at the Burlingame Public Library:

I am interested in helping with (see position descriptions on pg. 3):

Collection Maintainer Computer Coach Green Thumb

Library Foundation Book Sale Media Manager Outreach Delivery

Program & Event Assistant

(Please turn over for Page 2)

If you are not a U.S. Citizen, have you the legal right to remain and work in the U.S.?

Yes No

Have you ever been convicted of a felony or misdemeanor (not including traffic citations) or been on parole or probation? If "yes," please explain fully on the back of this sheet. List all convictions after your 18th birthday. Attach a separate sheet if this space is not adequate. *(a conviction will not necessarily preclude you from employment; however, failure to disclose felony or misdemeanor convictions can disqualify you from your voluntary position.)*

Yes No

The Burlingame Public Library is an Equal Opportunity Employer

Agreement:

I hereby certify that all statements in this application are true and I agree and understand any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights of employment with the Burlingame Public Library

Signature

Date

Date Recv'd _____ Begin Date _____ End Date _____
Staff Initials: _____

Burlingame Public Library Volunteer Positions

**All positions require an initial training period*

Adult Volunteer Positions:

Collection Maintainer

The materials in the Library need constant straightening, sorting and maintaining in order to best serve our Library patrons. Volunteers are assigned sections of the collection to maintain by filling displays, dusting, straightening and sorting.

Computer Coach

Utilize your computer and people skills by helping another person through one-on-one sessions at the Library. Many people need help navigating email, office software, social networking and more.

Green Thumb

Use your growing talents to water and tend the outdoor plants on the Library terraces, as well as any indoor plants. Experience and ability to lift heavy pots a plus.

Library Foundation Book Sale Assistant

Assist our volunteer-run Library Foundation in their efforts to fund our collections and programming by selling donated books. Sorting, organizing and book store shifts are always needed. Ability to lift heavy boxes a plus, but not required.

Media Manager

The DVD, CD and Audiobooks collections are high-circulating and high-maintenance collections that we always need help with! This position includes helping to shelve, organize, clean and maintain our CD and DVD collections so patrons can easily find what they're looking for.

Outreach Delivery of Materials for Home-Bound Patrons

Many of our patrons are not able to leave their homes. Make a difference in someone's life by delivering materials to them! Volunteers must be 18 and possess a valid driver's license as well as good verbal communication and inter-personal skills; enjoy spending time with older adults; physically able to carry bags of books. Most deliveries are once every 2 weeks.

Program & Event Assistants

Volunteers help make our Library programs and events experiences to remember. Assist our staff at craft programs, children's shows, author events, lecture and movie series and more! Must be able to physically lift stacking chairs, move tables and rolling shelves.

Date Recv'd _____ Begin Date _____ End Date _____
Staff Initials: _____