

## Volunteering at the Lincoln Public Library

Thank you for your interest in becoming a volunteer at the Lincoln Public Library. Volunteers are an important part of the library. They perform essential job duties that help the library run more efficiently. Volunteers are not compensated for their time and their work is voluntary. The volunteer hours that are worked can be used toward school, organizations, and/or community service volunteer hours. In addition to earning hours, this is also a great opportunity to build up a repertoire for future job applications or for trade school/college applications.

We want library materials to be accessible to everyone. Therefore, there are some instances where patrons can work off a portion of their library fines. At this time, we do not accept volunteers for court-ordered community service.

Volunteers may be recognized by the public, and therefore should behave in such a way that reflects the library well. Please follow the school dress codes and behavior codes. It is important that you maintain the confidentiality of any information which you may be exposed to, whether this involves staff, patrons, volunteers, or library or town business. Please be respectful of staff, other volunteers, and patrons.

The work that you are doing here requires your complete attention. Please understand that while you are volunteering, your phones and other devices should not be used. Do not let friends or other patrons distract you from your work. Be aware of your surroundings and the tasks you are assigned.

It is up to you to sign in and out when you are here to volunteer. Please let us know ahead of time when you are needing a list of your hours or a letter about your volunteer time sent to your teacher, community service leader, or club/group. You do not have to volunteer for a specific amount of time or certain days of the week, unless specified by your teacher, etc. We do prefer to have just a few volunteers in the building at a time. This helps to keep the workload down and gives the volunteers plenty to do without overlapping each other.

There are many things that volunteers can do at the library. You may be asked to help with a variety of tasks that will help to support the Staff. This may sometimes include helping with special projects and community events, such as our Summer Reading Program and the Apple Festival. Most of the time it will include shelf-reading and straightening the books on the shelves, while searching for out-of-place items. Sometimes there are activities that we need help preparing for – like cutting out paper for crafts and pulling books for certain themes. We like to keep the library looking nice and tidy – picking up books that are left out, dusting the shelves, organizing donated books, etc.

It is strongly required that you are very proficient in alphabetical and numerical order, as we use that on a daily basis to ensure that the books and movies are in their correct places. We have a wide variety of materials that go on our shelves, and as you become more familiar with the library, you will begin to see all of the different areas where items should go. Please ask questions if you are unsure of something or if you don't completely understand. Learning a new task can be overwhelming at the beginning and we want you to be able to succeed.

#### Volunteer Guidelines and Desired Skills:

- Keep accurate records of hours worked
- Be reliable, dependable, and prompt
- Accept direction and ask questions
- Follow instructions well
- Communicate where you have left off in a project before you leave
- Be able to familiarize yourself with the library
- Must be proficient in alphabetical and numerical order
- Keep an eye out for things that are out of order or not where they are supposed to be
- Be able to complete tasks in an acceptable amount of time
- Memorize different library areas and where things are supposed to go

#### Tasks that you may be asked to do:

- Disinfect tables, chairs, keyboards, etc.
- Dust shelves
- Put away library materials
- Search for lost or missing items
- Straighten books on the shelves
- Alphabetizing books and movies
- Other projects as needed

#### Become familiar with our library as you begin to volunteer:

- Our fiction books are shelved by the last name of the author
- Some of our fiction books that are series are shelved by author > series > number in series
- Our collection books are usually organized numerically
- Our nonfiction books are shelved numerically first and then by author
- Board Books – sturdy cardboard books for babies and toddlers
- Easy Readers – beginning level books/picture books
- Collections – series or similar books (Junie B. Jones, Disney Fairies, Hank the Cowdog)

Now that you know a little more about what we expect of our volunteers, please decide if this will be a good fit for you and something that you are interested in learning about and in volunteering to do. If you'd like to volunteer, please fill out the attached application, have a parent sign for permission if you're under 18, and bring it to the library.

Thank you for your interest in volunteering at the Lincoln Public Library.

**Lincoln Public Library**  
**Volunteer Information Form**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Printed name of parent/guardian:** \_\_\_\_\_

Reason for Volunteering: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Volunteer Hours Needed: \_\_\_\_\_

Approximately what days and times can we expect you? \_\_\_\_\_

Are you familiar with the Lincoln Public Library? \_\_\_\_\_

Do you have previous experience volunteering at a library? \_\_\_\_\_

What skills do you have that could benefit the library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to learn at the library? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of work would you like to do at the library? Is there anything you would not like to do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need your hours sent to a teacher, etc? If so, please provide their name and email address and the class/organization. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_