

Volunteer Application  
Raleigh County Public Library

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please be aware that no more than 8 hours of general volunteer work will be available per week in no more than 3 hour increments at a time. This is to help ensure that the library will not run afoul of labor laws.

Additional volunteer service hours are available for the Friends of the Library bi-annual book sale and may include a longer shift or more hours per week to assist the Friends in their efforts, as the Friends of the Library are a separate entity from the library. The sale takes up 3 weeks twice a year in the fall and spring (1 week of setup, 1 week of sale, 1 week of cleanup).

Available volunteer positions may include:

**Shelf Reading:** ensuring materials are in proper order, checking for items in need of repair

Library collections are organized via the Dewey Decimal System in conjunction with observed patron usage patterns dating back to 1976, with the Heritage Collection organized further via county breakdown and other research subjects. Fiction is organized by type (PB, LP, F) and author last name. Juvenile material is broken into Easy, Juvenile Fiction, and Juvenile Non Fiction; with subsets in each category.

**Program preparation:** assisting with the setup for programs, includes moving furniture, sorting supplies, etc.

You may be asked to collate copies, cut out crafts, sharpen pencils, set up chairs, etc.

Please return this completed volunteer application to the library.

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Parental Permission

If you are under (18), please have a parent/guardian sign below, applicants must be at least 13.

I (print) \_\_\_\_\_, parent/legal guardian grant permission for  
(print) \_\_\_\_\_ to volunteer at the Raleigh County Public Library.

\_\_\_\_\_  
(Parent/Legal Guardian Signature)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date