Urbandale Public Library

Application for Adult Volunteers

Thank you for your interest in volunteering for the Urbandale Public Library. All applicants must be at least 18 years of age and complete a confidential background check release.

Applicant Information:

First Name_____ Last Name_____

Address_____ City _____ State_____ Zip_____

Phone_____ May we text you at this number? ☐ **YES** ☐ **NO**

Email _____ What is the best way to contact you? _____

Date of Birth _____/_____/_____

Do you know anyone who currently works or volunteers at the Library? ☐ **YES** ☐ **NO**

If yes, who? _____

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please list times							

Are you interested in intermittent volunteer work? ☐ **YES** ☐ **NO**

Why do you want to volunteer at the Urbandale Public Library?

_____

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_____

Applicant Signature_____ **Date**_____/_____/_____

Description of Volunteer Positions & Tasks: *Please indicate your top three preferences, with 1 (one) being your first preference.*

____ **Adopt-A-Shelf** (Weekly)**:** *Volunteers will be assigned a regular section of the library to help ensure that it is neat and tidy. The volunteer will be taught the basics of shelving and will be asked to shelf-read, straighten, and hunt for lost materials within the assigned section.*

____ **Community Fridge:** *Growth (Intermittent)- The fridge is rarely full when we get food it goes fast. Volunteers make sandwiches and engage in outreach to community businesses to spread the word about food recovery and efforts to keep good food out of landfills and into the hands of people who will eat it.*

Maintenance (Weekly)-The fridge needs to be safe. Wipe down inside and outside of the community fridge and remove out-of-date food. Volunteers should be able to reach inside to the back of the fridge to clean it. Document Fridge, Freezer, & Pantry shelving contents, as well as record temperature of Fridge & Freezer. Sanitize reusable containers.

Home Delivery (Weekly)**:** *Volunteers will deliver bags of materials to homebound patrons and pick up bags of returned materials. Each bag will be labeled with the patron's address and will be opaque to protect the patron's confidentiality. This could begin as a monthly duty and be increased to semi-monthly, if there is demand from home delivery folks and volunteers are available. Volunteers should have a valid driver's license and be able to lift 20 pounds, as some of the bags of materials are heavy.*

____ **Interlibrary Loans** (Once or twice a week)**:** *Volunteers will package ILLs to be sent via IA Shares and place outgoing bags in a blue IA Shares tote. The MR/ILL Assistant will provide volunteers with outgoing ILLs and IA Shares labels. This task could be once or twice a week, and volunteers would need a brief training from the ILL Assistant.*

____ **Info Desk** (Seasonal): *Volunteers will welcome patrons into the library and direct those who are unsure of where to go. This task will likely be during times when the library typically sees an uptick in activity, such as during summer reading and/ or during book sales.*

____ **Library Collection:** *Library of Things (Weekly)- Assess items from the Library of Things collection for condition and to ensure all parts and pieces are accounted for.*

Magazines (Weekly)- Organize magazines to ensure they are in correct date order.

____ **Painting Program Cleanup** (Monthly **|** evening weekday shift – 6:30/7:00-8:00 PM): *Involves moving tables and chairs, and picking up tarps, tablecloths, and other art supplies.*

Plants (Weekly): *About once a week, volunteers will water plants that need watering. Volunteers should be able to lift a full pitcher or watering can. Knowledge of plants is a plus; otherwise, library staff can tell volunteers what the various plants are and indicators that they need water.*

Repair Café (Biannually **|** Spring + Fall | 2-4 hour shifts): *Volunteers are needed for the library's Repair Café event held in the spring on a Saturday from 10:00 AM to 2:00 PM and in the fall on a Sunday from 12:00 PM to 4:00 PM. Skilled volunteers are needed for repairing items, including small kitchen appliances, bicycles, computers and electronics, clothing mending/sewing, and small motors/tools.*

StoryWalk® (Seasonal **|** outdoors April-October **|** frequency – about every 6 weeks **|** 1-2 hours solo shift **|** flexible day and time – can be completed outside of library hours): *Remove previous story pages from the StoryWalk® frames located around the pond at Walker Johnston Park and replacing them with new story pages. Some general cleaning of the StoryWalk® frames may be necessary as needed.*