

### Application for Adult Volunteers

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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:

Last Name \_\_\_\_\_ First 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:** *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.*

\_\_\_\_ **Book Sales:** *Help staff sort and arrange items for sale; restock the sale on the weekends.*

\_\_\_\_ **Community Fridge (Weekly):** *About once a week, volunteers will remove out-of-date food and clean the community fridge. Volunteers should be able to reach inside to the back of the fridge to clean it.*

\_\_\_\_ **Home Delivery (Monthly):** *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.*

\_\_\_\_ **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.*

\_\_\_\_ **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.*