



Coronado Public Library

Adult Volunteer Application

640 Orange Avenue
Coronado, CA 92118
(619) 522-7390

Name: _____
Last First Middle

Address: _____
Street City State Zip-Code

Home Telephone: _____ Work Telephone: _____

E-mail Address: _____ Driver's License # _____
(Homebound Drive Only)

Previous experience and skills: _____

Which Library positions are you interested in:

- Homebound Services Collection Support Material Processing* Computer Lab
- Digital Media Lab Program Assistant Youth Services Teen Services
- Special Collections* Art Docent Adult Services Anywhere needed

Volunteers normally work an assigned schedule with a minimum of two consecutive hours scheduled per week. However, more flexible scheduling is possible to meet your individual needs or the Library's needs.

1. Circle the days you would be available to work:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

2. What consecutive hours would you be available: (Example 2 p.m. – 4 p.m.)

**These areas only have volunteering opportunities Monday thru Friday, between 8 a.m. to 5 p.m.*

(over)



I understand that if I am accepted as a volunteer at the Coronado Public Library, I will be expected to follow a mutually acceptable work schedule and to notify my supervisor promptly if I am unable to work as scheduled. I also understand that I will be expected to perform my assigned task in a business-like and efficient manner.

I understand that prior to my volunteering that I will have successfully passed the LiveScan required by the City of Coronado. *If I am volunteering for homebound services I understand I will need to provide my current DMV Driving Record and proof of insurance to begin volunteering.*

Signature

Date

EMERGENCY CONTACT

Name & Relation: _____

Home/Cell Telephone _____ Work Telephone _____

Placement Procedures:

If your application is matched with a staff member's request for volunteering, you will be contacted. While the Library doesn't always have available volunteer opportunities we will hold your application on file for six months. You will be contacted by a Library representative for an initial interview. Referred candidates will be contacted by the City of Coronado's Human Resources to make an appointment for the LiveScan.

Staff Use Only

Assigned Department:

- Adult Services
 Youth Services
 Tech Services
 Circulation
 Admin Services

Initial Interview Date: _____ Referred to HR Date: _____

- LiveScan: Pass / Fail
 DMV Driving Record
 Proof of Insurance

Supervisor: _____ Assignment: _____

Comments: _____

Volunteer Notified Date: _____ Start Date: _____

Library Card Status Updated: / /

Volunteer Opportunities at the Library

Homebound Services: Drivers to deliver books to homebound patrons from the library and back. This may include selecting material for homebound patrons. Volunteers must have their own transportation. Hours will vary by homebound patron.

Collection Support: This includes shelf reading, searching for missing items, searching the available holds, and assisting librarians and circulation staff with various weeding or shifting projects.

Material Processing: This entails the processing on new library materials, books, DVDs, magazines, and audiobooks or assisting with the withdrawal of library material. It could include assisting with the cleaning of the audiovisual material or books.

Computer Lab: Volunteers assist patrons using various Microsoft products, email, web browsers, trouble shooting printing and assisting with the Library's time management system known as CASSIE.

Digital Media Lab: Volunteers would assist with patrons using the 3D printer, scanner, poster printer, and various software associated with the Digital Media Lab. The Library is looking for volunteer with a strong background in using Mac or PC Computers and software that can include, QuarkExpress, Creative Cloud, Final Cut Pro and much more.

Program Assistant: The volunteer will assist with the setup and clean up of the event space, assisting library staff with refreshments, crowd control etc. Hours vary and can include weekends and evenings.

Youth Services: Volunteers will assist the Youth Services Librarians, in the preparations of art projects, crowd control, and various children activities.

Teen Services: Volunteers will assist the Teen Services Librarians, in the preparations of art projects, crowd control, and various teen activities.

Special Collections: Volunteers assist with various digitization, indexing, and other archiving projects.

Art Docent: Volunteer who is an art lover who will lead guided tours through the library sharing information about the various art pieces in the library and on the library grounds.

Adult Services: Volunteers to assist with exhibit installations and other various library projects.