

CORONADO PUBLIC LIBRARY VOLUNTEER PROGRAM

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

Name _____
Last First Middle

Address _____
Street City State Zipcode

Home Telephone _____ Work Telephone _____

E-mail Address _____

Birthday _____
Month Day

Are there any physical limitations that could restrict your activities? (Please explain) _____

Previous experience and skills _____

Which Library positions are you interested in (see attached sheet) _____

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.

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

Sun Mon Tue Wed Thu Fri Sat

2. What consecutive hours would you be available:

(example: 2-4 p.m.) **We do not have volunteer hours available after 5 p.m.**

ONE YEAR COMMITMENT REQUESTED

If you are under 17 please pick up a Junior Volunteer Application from the Children's Desk.

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 tasks in a business-like and efficient manner.

Signature _____

Date _____

(over)

CONTACT IN AN EMERGENCY:

Name _____

Address _____

Telephone _____

If volunteer is under 18 years of age, parent or guardian who consents to applicant's working as a volunteer:

Name _____

Address _____ Telephone _____

Signature _____ Date _____

PLACEMENT PROCEDURE

Your completed application will be matched with a staff member's request for volunteer service. We will contact you as appropriate positions become available.

Office Use Only

Interview Date _____ Start Date _____

Supervisor _____ Assignment _____

Date & Time: _____

Comments: _____

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Date & Time: _____

Comments: _____

The Library may have volunteer opportunities in the following areas:

Shelf Reading – Assist the library by checking a range of shelves to make sure they are in order.

Materials Processing – Assist the catalogers by processing books, i.e. placing security strips, property stamps, dates, covering books, etc.

Circulation Desk Checkout – Assist the Circulation staff by checking books in and out.

Computer Lab Assistance – Assist Reference staff by helping patrons in the lab. Programs that are used are the Microsoft Office Suite, Adobe, iTunes, Quicktime and others. Also inform the staff when a patron is having problems that you cannot solve.

Assisting with Shut-ins – This program would be delivering books and other items to shut-ins in Coronado.

Audio Visual Processing - Assist the Audio Visual staff by processing DVDs, talking books, etc., i.e. placing security strips, property stamps, dates, covering DVDs, etc.

Audio Visual Maintenance – Assist the Audio Visual staff by cleaning and testing the different DVDs and other audio visual materials.

You must fill out an application to be considered a Library Volunteer.

For more information contact:

Beth Skelly
619-522-2475
eskelly@coronado.ca.us