

# Mildred Whipple Library ADULT VOLUNTEER APPLICATION



Thank you for your interest in volunteering for the North Douglas Library District. **If you are under 18, please fill out the Teen Volunteer Application (available at the library desk and online).** The District offers three levels of volunteers for adults:

**Level 1 Volunteer:**

A Level 1 volunteer is always supervised by library staff or completes tasks at the volunteer’s home. The tasks require a small amount of training.

**Level 2 Volunteer:**

A Level 2 volunteer may work independently in the library once trained for a task. Level 2 tasks require a moderate amount of training.

**Level 3 Volunteer:**

A Level 3 volunteer primarily works independently and tasks require a substantial amount of time and training. Many of the tasks require prerequisites. Those who are interested in becoming a Level 3 volunteer must volunteer for a minimum of 3 months as a Level 1 or 2 volunteer before applying to be a Level 3 volunteer.

Please fill out this application to help us determine the best fit for you at the library. When completed, please return to the Mildred Whipple Library. Volunteers should be prepared to commit to a minimum of 1 hour per week for at least 3 months.

## General Information

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Full Name \_\_\_\_\_  
 (last) (first) (middle)

Pronouns (optional) \_\_\_\_\_

Birthdate (month/day/year) \_\_\_\_\_

Address \_\_\_\_\_  
 (# and street) (city) (state) (zip)

Mailing Address (if different) \_\_\_\_\_  
 (# and street) (city) (state) (zip)

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Do you have a library card with the North Douglas Library District?  Yes  No  Unsure

**Briefly explain why you are interested in volunteering for the North Douglas Library District:**

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Last 3 books read (physical, ebook, and/or audiobook):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

[OPTIONAL] Do you have an physical limitations, medical conditions, and/or allergies that library staff should know of?

*Answers to this question do NOT determine volunteer approval but help customize volunteer tasks.*

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### Volunteer Schedule

I am interested in volunteering (select 1):

1 hour per week (4 shifts per month) **-OR-** 2-4 hours per month (1-2 shifts per month)

Days & time(s) available: \_\_\_\_\_

Length of time interested in volunteering:  3 months  6 months  1 year

Are you planning to use this volunteer experience to fulfill requirements for a class, community service, or to gain new skills toward a career?  Yes  No

If yes, please explain how we can help: \_\_\_\_\_  
\_\_\_\_\_

### Technical Knowledge, Skills, and Relevant Experience

Can you operate a computer?  Yes  No Typing speed (wpm): \_\_\_\_\_

Describe your computer operation skills (including programs used):

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Do you speak a language other than English?  Yes  No

If yes, what language(s)? \_\_\_\_\_

What relevant education, work, and/or volunteer experience do you have that would benefit the District?

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### Licenses and Certificates

Please list any licenses and/or certifications you have that would benefit the District as a volunteer.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Volunteer Tasks

Please select any of the following volunteer tasks you are interested in. Task descriptions offer an example of the type of work expected in each category, but should not be considered a complete list of all the tasks you might be expected to do. Training provided for every volunteer task.

**Level 1 - Social Media Engagement:** These volunteers “like” all Mildred Whipple Library social media posts within 24 hours on each of our platforms (Facebook and Instagram). These volunteers also “share” Facebook posts to relevant community groups.

**Level 1 - Event Helper:** Event helpers support the library staff during programs. Tasks might be setting up, cleaning up, passing out items, serving food, or assisting patrons during the program.

**Level 1 - Take Home Worker:** Take home work is picked up by the volunteer and the task is completed at the volunteer’s home and then the completed task is returned to the library by the volunteer. Tasks might be searching through newspapers, story time craft preparation, cutting apart Lego stickers, or similar activities.

**Level 2 - Program Prep:** Tasks may include craft preparation, on-your-own activity prep, book list research, set-up, and clean-up.

**Level 2 - Changing Displays &/or Bulletin Boards:** Library bulletin boards and display cases are changed on a rotating basis. Tasks might be taking down, sorting, and storing previous displays, setting up current displays with materials provided by the staff, or creating displays with staff guidance.

**Level 2 - Shelving & Shelf Reading:** These volunteers should be prepared to commit to a regular weekly schedule. All volunteers in this category start by shelf reading and then progress to shelving. Shelf reading includes making sure the materials are filed in the correct location and order, “facing” the materials, changing display books, and cleaning materials and shelves. Shelving includes returning items to their proper location and picking up items from their location.

**Level 2 - Intermediate Program Assistance:** These volunteers assist in the planning and running of programs. These volunteers may have independent tasks, but are always supported by a staff member or Level 3 volunteer while implementing the program.

**Level 2 - Collection Repair:** Once trained, these volunteers repair any damaged materials.

**Level 3 - Program Lead:** These volunteers submit program ideas to library staff and, if approved, take on leadership of the program including scheduling, advertising, finding funding sources, implementation, and review. All potential programs need to be approved by senior library staff. Programs fall into one of the below categories:

**Storytime Programing**  
(Birth - Pre-Kindergarten)

**Children’s Programing**  
(Kindergarten - 5th Grade)

**Teen Programing**  
(6th - 12th Grades)

**Adult Programing**

## North Douglas Library District Mission & Vision Statement

**MISSION:** The North Douglas Library District empowers individuals and strengthens communities by providing access to information, space to express ideas, and resources for exploring the world.

**VISION:** Inspiring a vibrant, engaged community.

**How will you, as a volunteer, help the North Douglas Library District further our mission and vision statement?**

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Is there anything this application missed you feel is pertinent to your volunteer application being approved?

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\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Photo release (select one):

- I give the North Douglas Library District permission to publish my photo (including, but not limited to, printed materials, social media posts, and other marketing materials).
I do not give the North Douglas Library District permission to publish my photo for any reason but understand the library is a public space and some library activities (such as programs) will include filming by attendees.

Application Terms:

- Background checks are required for all applicants interested in volunteering for the North Douglas Library District, regardless of volunteer task. I agree to fill out a background check authorization in addition to this volunteer application.
I have read the North Douglas Library District's Volunteer Policy.
I understand I am not an employee of the North Douglas Library District or their affiliations and I am acting as an unpaid, independent volunteer.
I understand that volunteers are on an "at-will" basis and will be utilized only when supervisory staff and work are available.
I understand volunteer applications need to be updated once a year.

Thank you for taking the time to complete this form. The North Douglas Library District appreciates your interest in volunteering. Applicants will be contacted within approximately 3 weeks of submission. If all volunteer positions are currently filled, applications will be kept on file for 6 months.

The North Douglas Library District reserves the right to deny any volunteer applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

LIBRARY STAFF USE

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_

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\_\_\_\_\_