

North Douglas Library District



Mildred Whipple Library
VOLUNTEER INTEREST SURVEY

If you are interested in volunteering for the Mildred Whipple Library, please fill out this form to help us determine the best fit for you at the library. 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.

NAME: _____ DATE: _____

CONTACT INFORMATION (please include at least one)

Phone: (_____) _____ - _____

Email: _____@_____

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

Volunteer Levels

Level 1 Volunteer:

A Level 1 volunteer is always supervised by a library staff member 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 the task. Level 2 tasks require a moderate amount of training.

Level 3 Volunteer:

A Level 3 volunteer primarily works independently and the 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.

North Douglas Library District’s Mildred Whipple Library

205 West ‘A’ Ave/PO Box 128 | Drain, OR 97435 | 541-836-2648 | www.ndld.org

North Douglas Library District

Please check any of the volunteer tasks listed below that you are interested in:

- 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 - Storytime Prep:** Tasks may include craft preparation, activity searches, book searches, 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, and 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 above steps need to be cleared with 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

Thank you for your interest in volunteering for the North Douglas Library District.

Please return this form to the Mildred Whipple Library.