

Mildred Whipple Library VOLUNTEER APPLICATION



Thank you for your interest in volunteering for the North Douglas Library District. The District offers three levels of volunteers:

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 2 hours per week for at least 3 months.

General Information

Application Date _____ Date Available _____

Full Name _____
(last) (first) (middle)

Pronouns (optional) _____

Birthday (month/day/year) _____ SSN* _____

*All applicants interested in working as NDLD volunteers are subject to a criminal background check. All applicants under the age of 18 will need a parent or guardian signature.

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
If no, please elaborate: _____

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

Approximately how many hours are you interested in volunteering (total number of hours or weekly scheduled hours):

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

- 1. _____
- 2. _____
- 3. _____

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: _____

[OPTIONAL] Do you have any physical limitations or medical conditions that might affect the work you can do?

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

[OPTIONAL] Do you have any allergies we should know of?

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

Technical Knowledge, Skills, and Relevant Experience

Can you operate a computer? Yes No

Typing speed (wpm): _____

Describe your computer operation skills (including programs used).

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?

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.

- 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 - 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

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?

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

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.
I have read the North Douglas Library District's Volunteer Policy and agree to submit to a criminal background check.
I understand that I am not an employee of the North Douglas Library District or their affiliations and I am acting as an unpaid, independent volunteer. I also understand that volunteers are on an "at-will" basis and will be utilized only when supervisory staff and work are available.

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 three 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: _____
