



# MONTEREY PARK LIBRARY VOLUNTEER APPLICATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

Telephone: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

Birth year: \_\_\_\_\_ Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_ (statistical purposes only)

*Library hours are: Tuesday, Thursday & Saturday 10 AM – 5 PM, Wednesday & Friday 1 PM - 5 PM, Sunday and Monday CLOSED*

Days/Times available to volunteer:

Mon: CLOSED	Fri: From _____ to _____
Tues: From _____ to _____	Sat: From _____ to _____
Wed: From _____ to _____	Sun: CLOSED
Thurs: From _____ to _____	

What languages do you speak? \_\_\_\_\_ Write? \_\_\_\_\_ Read? \_\_\_\_\_

Why would you like to volunteer? \_\_\_\_\_

Individual to be notified in case of an emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I understand that the above information is voluntarily supplied and may be used for record keeping purposes and that as a volunteer, I will not be paid for my services. Fingerprinting of all volunteers will be required by the City before volunteers can begin service.**

Signature: \_\_\_\_\_

### PARENTAL CONSENT (Volunteers 14 – 17 years)

I hereby allow my child to participate in the Monterey Park Bruggemeyer Library, City of Monterey Park's Volunteer Program. I understand that he/she is offering his/her services on a voluntary basis without anticipation of financial remuneration and I shall indemnify and hold harmless the City of Monterey Park, its Council, Commissions, Boards and officers, and employees, from and against all claims, demands, losses or liability or against any kind or nature of possible injury incurred during his/her volunteer service. \_\_\_\_\_ (Parent initials)

**Medical Waiver:** I consent to emergency medical treatment for my child and assume all medical costs. \_\_\_\_\_ (Parent initials)

Print Name of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTEER SERVICES

### ❖ *Purpose*

The library encourages volunteerism as one way to involve members of the community in the activities of the library. Our volunteer program enhances library service by supplementing library staff with volunteer staff. Volunteers improve library service, provide community involvement and give support for the library.

### ❖ *Benefits as a volunteer*

Some volunteers want opportunities for personal growth, resume-building opportunities, community service hours for school, new social contacts or an opportunity to contribute to their community. No matter what your motivation is for joining us, we're happy that you are willing to help! The time that you give as a volunteer is valued by all of the library staff. We hope you will gain a sense of purpose, accomplishment and self-worth and pride in a job well done.

### ❖ *Benefits to the Library*

Volunteers help the library to enhance its level of service, improve community relationships and get new and fresh ideas.

### ❖ *Opportunities for volunteers*

**A variety of tasks for people with all types of skills and interest are generally available.**

## **Please prioritize your areas of interest, 1,2,3, etc.**

\_\_\_\_\_ **Circulation volunteer:** Assist staff in sorting returned library materials, shelf reading, organize magazines and prepare library brochure packets for new library card holders.

\_\_\_\_\_ **Book Care helper:** Clean and mend books and help keep the collection clean, attractive and in good repair.

\_\_\_\_\_ **Children's volunteer:** Help with the Summer Reading Program and other summer events and activities. Homework helpers are local high school students who assist kindergarten through sixth grade students with their homework after school. Children's volunteers must be minors under the age of 18.

\_\_\_\_\_ **Film Program volunteer:** Assist with set-up, refreshments and monitor behavior during film programs.

\_\_\_\_\_ **Book Discussion volunteer:** Lead a group of interested readers discussing books of interest.

\_\_\_\_\_ **Literacy tutor:** Help adults increase their English fluency and understanding or citizenship preparation coaching.

\_\_\_\_\_ **Creative opportunities:** Help prepare displays, bulletin boards and publicity materials for special library programs. Have a special talent? Share and instruct at a program.

\_\_\_\_\_ **Tech advisor:** Teach computer classes, assist in the computer lab, assist patrons at the public Internet computers, and teach iPad usage.

\_\_\_\_\_ **Clerical opportunities:** Filing and clerical work, organizational skills.

\_\_\_\_\_ **Helping hands:** Minor housekeeping chores such as dusting book shelves, sweep the walkways, clean handrails and help keep the library neat.

\_\_\_\_\_ **Bookstore volunteer:** Sell in the bookstore or sort through the donations given to the library.

\_\_\_\_\_ **Virtual volunteer:** Complete assignments online such as document translation, design brochures or flyers.