



INDIVIDUAL VOLUNTEER APPLICATION

Please return your completed volunteer application to the following address:

Huntsville-Madison County Public Library
Attn: Marianne Lenox, Volunteer Coordinator
915 Monroe Street; Huntsville, AL 35801

You can also fax your completed application to 532-5997. We will contact you once we review your application. An interview may be necessary before assigning a volunteer position. Please allow up to **5** business days for the application review process. If you have any questions, please call the Volunteer Coordinator, Marianne Lenox, at 532-2352 or e-mail mlenox@hmcpl.org.

Application Date: _____

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: () _____ E-mail Address: _____

Employer/School Name: _____ Grade Level Completed: _____

1. What hours are you available? (Please be as specific as possible)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

2. Are your volunteer hours required for a class or school? _____ YES _____ NO

If YES, total hours needed _____ Deadline for completion _____

3. Are your volunteer hours a requirement to fulfill a court-ordered community service requirement?

_____ YES (Must complete the information below) _____ NO

Total number of hours needed _____ Deadline for completion _____

Please note: You are required to notify the Library if a statement indicating hours worked must be sent to a third party. Statements are only generated on weekdays and the Library requires a forty-eight (48) hour notice. Please contact Marianne Lenox, Volunteer and Training Coordinator at 532-2352 to request a timesheet.

4. Library Branch Preference (Please rank your top 3 volunteer location preferences numerically below—#1 being where you would most prefer to be placed, #2 being your second choice, and #3 being your third choice; we will do our best to place you in your #1 preferred branch.)

- | | |
|------------------------------|-------------------------------|
| _____ Bailey Cove | _____ Main Library |
| _____ Bessie K. Russell | _____ Monrovia Public Library |
| _____ Eleanor E. Murphy | _____ Oscar Mason |
| _____ Elizabeth Carpenter | _____ Showers Center Library |
| _____ Gurley Public Library | _____ Tillman D. Hill |
| _____ Madison Public Library | _____ Triana Library |

5. Please describe any work/volunteer experience and special skills you have. _____

6. Indicate the types of tasks/duties you would like to do as a library volunteer:

_____ Call patrons about available holds	_____ Maintain book displays
_____ Clerical Help	_____ Making copies
_____ Collection Inspector (shelf reading)	_____ On-Shelf Holds Wrangler
_____ Concierge (greeter)	_____ Organize storage areas
_____ Craft aide	_____ Program Set-up
_____ Displays and bulletin boards	_____ Putting labels / stickers on books
_____ Dust shelving	_____ Refreshments for library events
_____ Foreign language translator	_____ Shelving
_____ Gardening	_____ Story Time Aide
_____ Homework helper	_____ Summer Reading Club helper
_____ Library tours	_____ Teen group helper
_____ Local Obituary Indexer	_____ Telephoning patrons

7. Why would you like to volunteer at the Huntsville-Madison County Public Library? _____

8. Personal References (not a relative and must be 18 or older)

Name _____ Phone _____ Relationship _____

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9. Do you have any physical or medical conditions (allergies, etc.) of which we should be aware? _____

If YES, please explain _____

10. In case of an emergency, please contact:

(Print Name)

(Phone Number)

(Relationship to volunteer)

11. Parent or Guardian name and signature (if applicant is a minor)

(Print Name)

(Phone Number)

(Signature)

Library Use Only:

Date received: _____ Date screened: _____

Location assigned: _____ Task assigned: _____

Comments: _____