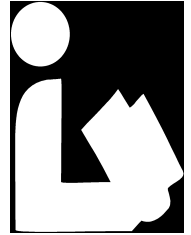




## VOLUNTEER REGISTRATION FORM

Albany Public Library  
2450 14<sup>th</sup> Avenue SE  
Albany, OR 97322-6945  
(541) 917-7580



PLEASE PRINT

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Number & Street City & State Zip*

Telephone \_\_\_\_\_  
*Day Evening Message*

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

Do you have a valid Oregon driver's license? Yes No Date of birth: \_\_\_\_\_

Have you ever been convicted of a crime? Yes No If yes, please explain: \_\_\_\_\_

(Exclude those cases contained in an expunged juvenile record and minor traffic violations. Conviction does not necessarily disqualify you from consideration as a volunteer.) (The Library is not a location for community service work.)

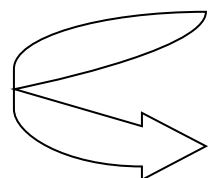
Do you have any health-related restrictions or physical limitations that might affect the work that you can do? Yes No If yes, please explain: \_\_\_\_\_

In an emergency, please contact:

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

Address \_\_\_\_\_  
*Number & Street City & State Zip*

Telephone \_\_\_\_\_  
*Day Evening*



Number of hours per week you would be willing to volunteer: \_\_\_\_\_

Please list the day/hours you would be available to volunteer: \_\_\_\_\_

Please list your special interests, skills, education, or training: \_\_\_\_\_

Have you had prior experience working in a library either paid or unpaid?      Yes      No

If yes, please explain: \_\_\_\_\_

Why do you want to volunteer at the Albany Public Library? \_\_\_\_\_

The Library has a variety of volunteer tasks available, although our primary need is for the reshelving of materials. Listed below are some of the other areas in which help may be needed. Please check those of interest to you and whether at the Main Library or Downtown Carnegie Library.

| Main | Downtown | Task                |
|------|----------|---------------------|
|      |          | Shelving materials  |
|      |          | Shelf straightening |
|      |          | Clerical            |

Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

*This Space for Library Use Only*

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

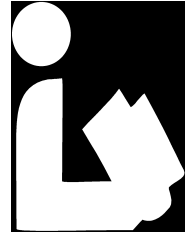
Start Date: \_\_\_\_\_ Days/Hours: \_\_\_\_\_

DTCL      Main      Duties: \_\_\_\_\_



## **Albany Public Library**

2450 14<sup>th</sup> Avenue SE  
Albany, OR 97322-6945  
(541) 917-7580



### **We Need Your Help**

The Albany Public Library needs the help of dedicated volunteers to meet the challenges and demands of our large population of Library users. The Library is one of a few organizations that strives to meet the needs of the entire community. By providing materials and services that cross cultural, economic, and educational boundaries, the Albany Public Library is popular and well used.

### **Volunteer Responsibilities**

The basic responsibility of a volunteer is to pledge to give time and expertise to the Library and to follow through on that commitment. The volunteer who stays on the job will find that responsibilities may grow as the job continues. Ability to pay attention to detail is very important.

### **Volunteer Benefits**

The Library is an energetic service organization. We offer volunteers opportunities to help “out front” or behind the scenes. We will try our best to match your skills and interests with the work at hand and to allow you to learn new skills.

Volunteers do not pay overdue fines so long as they maintain 12 volunteer hours per quarter. Also, volunteers are honored each year for their service at the staff holiday party. RSVP volunteers are also honored at the RSVP Volunteer Recognition Tea.

A nonresident can earn their borrowers’ card by first volunteering 12 hours and then maintaining 12 volunteer hours per quarter.

### **Becoming a Volunteer**

Please fill out the attached volunteer application and return it to the Circulation Desk. The Library’s Volunteer Coordinator will call you to schedule an orientation/training session. Often, there are special short-term Library projects that offer a good way to get acquainted as a volunteer.

### ***Library Mission***

*The mission of the Albany Public Library is to provide educational, recreational, and vocational material to respond to the needs of the citizens of Albany. The Albany Public Library serves as a free, open archive of culture and knowledge, an ever-changing repository of information in varied formats, and a meeting place for people and ideas. We strive, as a dynamic information agency: to refer our patrons to sources of information; to facilitate location and use of it; and to create, discover, anticipate, and meet demand for it. Volunteer labor enables us to expand library services to the community.*