

Burlingame Public Library

480 Primrose Road • Burlingame, CA • 94010

Contact: (650) 558-7417 • dwhitman@burlingame.org

Application for Adult Library Volunteers

(For Ages 19+)

Name _____

Date of Birth _____

Address _____

Home Phone _____ Email _____

Cell Phone _____

Emergency contact:

Name _____ Relationship _____

Phone _____

Please mark your availability:

Monday 10-12 12-2 2-4 5-7

Tuesday 10-12 12-2 2-4 5-7

Wednesday 10-12 12-2 2-4 5-7

Thursday 10-12 12-2 2-4 5-7

Friday 10-12 12-2 2-4

Saturday 10-12 (Computer Coach only)

Sunday 2-4 (Tech & Media Lab Assistant only)

I am interested in helping with (see position descriptions on pg. 2):

- Collection Maintainer
- Computer Coach
- Media Manager
- Tech & Media Lab Assistant
- Event & Class Assistant
- Library Foundation Book Sale Assistant
- Outreach Delivery Person

Please read and sign below:

I understand I must show up for all scheduled shifts on time. If I can't make a shift, I will contact my supervisor to let him know. If I miss two shifts with no notice, my spot will be given to someone else. I will commit to at least 3 months of scheduled shifts. I am a representative of the Library while completing my volunteer tasks, and will conduct myself in a professional manner.

Volunteer Signature

Date

To be completed by Burlingame Public Library staff only

Date Received _____ Start Date _____ End Date _____

Staff Initials _____

Burlingame Public Library

Adult Volunteer Positions

**All positions require an initial training period*

Collection Maintainer

The materials in the Library need constant straightening, sorting and maintaining in order to best serve our Library patrons. Volunteers are assigned sections of the collection to maintain by filling displays, dusting, straightening and sorting.

Computer Coach

Utilize your computer and people skills by helping another person through one-on-one sessions at the Library. Many people need help navigating email, office software, social networking and more.

Media Manager

The DVD, CD and Audiobooks collections are high-circulating and high-maintenance collections that we always need help with! This position includes helping to shelve, organize, clean and maintain our CD and DVD collections so patrons can easily find what they're looking for.

Tech & Media Lab Assistant

- Assist library patrons in using Tech Lab equipment: 3D printer, sewing machines, Serger, conversion/archiving equipment, etc.
- Inventory Tech Lab supplies
- Update Tech Lab statistics
- Perform light maintenance and troubleshooting on Tech Lab equipment
- Create sewing and 3D printing projects to display in Tech Lab

Event & Class Assistant

Volunteers help make our Library classes and events experiences to remember. Assist our staff at craft events, children's shows, author events, lecture and movie series and/or even teach your own workshop! Must be able to physically lift stacking chairs, move tables and rolling shelves.

Library Foundation Book Sale Assistant

Assist our volunteer-run Library Foundation in their efforts to fund our collections and programming by selling donated books. Sorting, organizing and book store shifts are always needed. Ability to lift heavy boxes a plus, but not required.

Outreach Delivery Person

Many of our patrons are not able to leave their homes. Make a difference in someone's life by delivering materials to them! Volunteers must be 19 and possess a valid driver's license as well as good verbal communication and inter-personal skills; enjoy spending time with older adults; physically able to carry bags of books. Most deliveries are once every 2 weeks.