

VOLUNTEER AT THE MONONA LIBRARY

“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.” –Unknown

Thank you for your interest in becoming a volunteer for the Monona Public Library. We appreciate the donation of your time and your effort to help the library better serve our community. By contributing your time and your talents, you can assist thousands of Monona citizens and neighbors in finding the materials they need for work, for school, and for fun.

We Need You

Volunteers bring the library enthusiasm, added energy and talents, and a fresh perspective. They enrich the library’s offerings beyond staff’s capacity to provide basic services, allowing the library to make the best use of its fiscal resources. Volunteers are liaisons to the community and are advocates for quality library services.

Become a Volunteer

If you are interested in volunteering, please visit the library and pick up a Volunteer Application at the main desk. Give your completed application to a staff member at the main desk. After your application has been reviewed, a library staff member will call you. Please note that, due to staff constraints, there may be a short delay from the time you return your application to the time you are contacted.

We ask that all volunteers commit to a consistent schedule once your agreed upon volunteer assignment has been determined. (For example, a weekly/twice weekly consistent “shift” or program support on an as needed basis.) We will work with you in creating a schedule that works best for you.

At this time, we cannot accommodate court-referred volunteers.

Volunteer Qualifications

We like our volunteers to be enthusiastic about the library and have the desire to work in a professional environment. Familiarity with the library, with computers and literature, is a big plus. Manual dexterity is required. But the attributes a library volunteer needs most are a love of libraries, a desire to help others, and the ability be flexible. The people who work at Monona Library love their work and love the services we provide, and we want our volunteers to feel the same way.

Rights of Volunteers:

1. To be respected and valued and to know what their rights and responsibilities are.
2. To be provided necessary information to carry out their role as volunteers and to know what is expected of them.
3. To be provided with orientation and training appropriate to their tasks.
4. To be given support and supervision from a designated person in their work group.
5. To be provided a safe working environment.
6. To be free from harassment or discrimination.

Volunteer Responsibilities:

1. To carry out the agreed upon duties to the best of their abilities.
2. To work under the City of Monona and Monona Public Library rules, regulations, and policies.
3. To be honest and reliable.

MONONA PUBLIC LIBRARY VOLUNTEER APPLICATION

Note: At this time, we cannot accommodate court-referred volunteers.

Date: _____

Last Name: _____ First Name: _____

Street Address: _____

City/State/Zip: _____

Daytime Phone #: _____ Evening Phone #: _____

Email Address: _____

Emergency Contact Name: _____

Phone # (home/cell): _____ Relationship to You: _____

Any pre-existing medical conditions of note: _____

Why are you interested in volunteering with the Monona Public Library? _____

Previous work or volunteer experience: _____

When are you available? Please check the boxes during which you are available in the table below:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (9am-noon)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (Noon-6pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening (6pm-8pm)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How many hours per week are you available? _____

MONONA PUBLIC LIBRARY VOLUNTEER APPLICATION

Please check the positions in which you are interested, so we can find the best volunteer placement for you:

- Help with library materials
 - Find items on the shelf from a report
 - Repair damaged items
 - Ensure items are in the proper order on the shelf (shelf reading)
 - Shelf straightening
- Assist with programs
- Light cleaning
- Light clerical duties (data entry)
- Help with library displays & other creative projects

Do you have any other skills or areas of expertise (e.g., bilingual, computer/software experience)?

Some volunteer positions require a criminal background check. Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? No Yes

Please explain: _____

Please list two references with phone numbers and email:

Name: _____ Phone: _____

Email: _____ Relationship to you: _____

Name: _____ Phone: _____

Email: _____ Relationship to you: _____