



Welcome to the Keizer Community Library

Volunteer Experience

980 Chemawa Road NE

Keizer, OR 97303

503-390-2370

www.KeizerLibrary.org

Thank you for your interest in becoming a volunteer at the Keizer Community Library! Volunteering at the Library can be a rewarding activity for people who enjoy books and people.

The Library is operated by volunteers who donate their time so that the community can have a local library. It is administered by a Board of Directors, a Library Manager and an operational structure of committees. The Library is primarily funded by patron membership card fees and donations with supplemental fundraising, grant writing and a rent stipend from the City of Keizer.

We are open 7 days a week:

Monday through Thursday from 1:00 to 7:00

Friday from 1:00 to 4:00

Saturday from 10:00 to 1:00

Sunday from 1:00 to 4:00


Circulation Desk volunteer duties generally meet and greet patrons, check books in and out using our computer software, shelve media and other duties.


But there is much more to the Library. Opportunities are listed on the BACK of this sheet. WE TRAIN YOU on everything! Volunteers are also encouraged to join committees of interest as well as participate in book sales and other fund-raising efforts. Our Circulation Desk volunteers range in age from 18 to 89 and work at the Circulation desk in pairs.


If you are interested in becoming a volunteer or just want to ask questions, please fill out the attached confidential application form. You will be called for an interview by a Board Member or Library Manager to determine your areas of interest.


Again, thank you for your interest in volunteering at the Library! We look forward to talking to you.


Volunteer Opportunities at the Keizer Community Library


 **Circulation Desk.** This position includes meeting and greeting patrons, checking items in and out, accepting donations, assisting patrons with computers and other issues, shelving returns and maintaining the Library in a clean and orderly fashion.

 **Book Sales.** Volunteers assist with two fund-raising book sales per year. One occurs during the Iris Festival in May and another in October. Volunteers assist with set-up and close of the sale area, help at the cashier's desk and assist patrons during the sale.

 **Children's Program.** Library volunteers assist with Story Time- reading stories and helping with crafts. Volunteers are also needed to work at the Circulation Desk during Story Time. Volunteers can also support summer Reading Circles and other reading incentive programs and help create bulletin boards.

 **Fundraising.** Volunteers who can assist with raising funds for the Library are needed. Volunteers are needed with grant writing skills, or interested in soliciting donations and sponsorships. We always need help with our periodic fundraisers. These positions are very important in helping to keep the Library doors open.

 **Book Selection, Cataloging and Maintenance.** The Library receives many donations of books and other media; volunteers are needed to sort and catalog items we include in the Library collection. Volunteers are also needed to box and store items that are retained for twice yearly book sales. Assistance is also needed to maintain the shelves, assure books are in order, plus dusting and re-shelving media.

 **Committee Membership.** The Library maintains a Committee Structure with specific objectives to support Library operations as well as long-term functioning of the Library. Through on-going planning and activities, the Committee Structure enables the Library to effectively carry out its mission. Volunteers are welcome for the following committees:

- Children's Program Committee
- Collection Management Committee
- Volunteer Management Committee
- Promotions and Publicity
- IT Services Committee
- Finance Committee
- Board of Directors





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Please print:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please respond to the following:

1) I am interested in becoming a volunteer at the KCL because:

2) Please describe any education and /or experience you would like us to know:

3) Please describe previous volunteer experience you have had:

4) Please identify the type of volunteer work you would like to do for the library:

5) The days and hours you are available to volunteer at the library include:

6) Is there any additional information you think we would find helpful, such as special interests, knowledge, languages, attributes or experiences?

Thanks for telling us a little about you, feel free to add additional pages or a resume.

I understand that I may be asked for references or be required to pass a criminal background check.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Interviewed by: _____ Date: _____

Birthdate and Month: _____ Picture Taken: _____ MailChimp JacqueLawson

Volunteer Placement: _____ Start Date: _____

Library Orientation Scheduled: _____ Trainer: _____

Circulation Desk Training Schedule: _____ Trainer: _____

Circulation Desk Schedule (if applicable) _____ Substitute? Yes No

Other Action: