

Henderson County Public Library  
Volunteer Supplemental Application



Shaping our mountain communities since 1914.

Individuals wishing to become volunteers with the Henderson County Public Library must fill out a Henderson County Volunteer Program Volunteer Services Application in addition to this supplement.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

(Last Name)

(First Name)

Phone Number

Review the descriptions of tasks on back of form and list all tasks in which you are interested.

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How many hours per week are you available to volunteer? \_\_\_\_\_

List the days of the week and time of day available. All locations are closed on Sunday.

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Are you available year round? \_\_\_\_\_ If no, what months are you available? \_\_\_\_\_

List past volunteer experience. \_\_\_\_\_

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Please list two references:

Reference 1 \_\_\_\_\_

(Name)

(Relationship)

Phone Number

Reference 2 \_\_\_\_\_

(Name)

(Relationship)

Phone Number

I confirm that all information supplied on this application is true and correct. I also acknowledge that Henderson County Public Library retains the right to terminate my volunteer involvement at any time at the discretion of the Library Director or his/her designee.

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Applicant Signature

Date

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**Description of Volunteer Tasks**

**Shelving\*:** Sorting recently returned books, magazines, DVDs, music CDs, and audio books and returning them to their appropriate shelf location.

**Phoning Patrons:** Calling patrons to inform them that a requested title is available for pick-up.

**Preparing Crafts:** Cutting, counting, organizing materials needed for story time crafts.

**Circulation Desk (branches only):** Using the computers to assist patrons with check-in and check-out of materials. May also assist in answering basic reference and/or computer related questions.

**Mending Books:** Use appropriate supplies and techniques to repair books that have torn pages, detached spines, etc.

**Discards\*:** Physically pull titles from shelves that have been tagged for removal from the collection. This may also include using a computer to remove these titles from the library catalog.

**Processing AV/Print Materials (Main Library only):** Physically applying spine labels, barcodes, book jackets, and other such materials. May also include preparing AV material by unwrapping newly purchased DVDs and Music CDs.

**Genealogy Room (Main Library only):** Assist patrons with their genealogy research. Must be familiar with both print and online resources in this room.

**Baker Barber (Main Library only):** Scanning digital images. Must have advanced knowledge of computers.

**Homebound Delivery\* (Main Library only):** Phone homebound patrons to see what they would like in their next delivery. Clerical works such as filing, typing lists, and pulling items from the shelves. Physical delivery of items to homebound patrons at private homes and assisted living facilities. Personal vehicles are used for delivery.

**\* Tasks with asterisks may require lifting, bending, and reaching.**