



Volunteer Application

Flathead County Library System

Thank you for your interest in volunteering with the Flathead County Library System!

Please complete and return this application to:

Volunteer Coordinator
Flathead County Library System
247 1st Avenue East
Kalispell, MT 59901

Office Use

Received _____

Contacted Applicant _____

Interviewed _____

References Contacted Y / N

Orientation Complete Y / N

Entered in Database _____

Volunteer ID# _____

Start Date _____

Location _____

Day and Time _____

Supervisor _____

Name: _____ Preferred Name or Nickname: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____ (daytime) _____ (evening) _____ (cell)

Email: _____

Birthdate (month and day): ____/____

Emergency Contact

Name: _____ Relationship: _____ Telephone: _____ (daytime) _____ (evening)

Library Location Preference

____ Bigfork ____ Columbia Falls ____ Kalispell ____ Marion

Preferred Work Schedule (Please be specific)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available Times						

Education

Highest grade or degree completed: _____ Currently in school? Y / N Name of school: _____

Work Experience (Include previous volunteer experience and military service)

Personal References (Please list two references that you have known for a minimum of one year. Do not use family members as references.)

Name	Relationship	Address	Telephone

Certification

I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon completion of the application, verification of references, and criminal history check. I am offering my services as a volunteer. If my offer is accepted, I will not be entitled to compensation for any service I provide.

Signature: _____ Date: _____

Release

I authorize the Volunteer Coordinator of the Flathead County Library System to verify information on this application and to perform a check of my background as it applies to my volunteer service. I have no objections to having my record cleared through appropriate law enforcement agencies. I understand that all such information collected during the check will be kept confidential. _____(initials)

Volunteer Assignment Preferences

Please check the box to the left of the volunteer assignment in which you are most interested. You may check a maximum of three (3) boxes. We will make every attempt to assign you to a job in which you are interested; however, assignments are based on library needs.

<p>Circulation Support Assistant</p> <ul style="list-style-type: none"> Assist Circulation staff by providing support for back-room activities. Assist customers with express checkout. 	<p>Collection Maintenance Assistant</p> <ul style="list-style-type: none"> Assist with removing old, damaged, and unused materials under direction from department or branch managers. 	<p>Deep Cleaner</p> <ul style="list-style-type: none"> Clean library materials, furniture, and equipment.
<p>Discarded Materials Assistant</p> <ul style="list-style-type: none"> Assist Technical Processes staff with processing weeded materials for discard, including stamping and boxing materials for recycling or for the Friends of the Library annual book sale. 	<p>Gardening Assistant (Main Library, June-September)</p> <ul style="list-style-type: none"> Assist library staff with planning landscaping projects and help to oversee gardening activities. Plant flowers and bulbs, weed, and mulch beds. 	<p>Holds Assistant</p> <ul style="list-style-type: none"> Assist circulation staff with calling customers about available holds. Place items on assigned shelves at Circulation Desk. Assist Circulation staff with retrieving customer-requested materials from shelves.
<p>Media Filing Assistant</p> <ul style="list-style-type: none"> Assist Circulation staff with filing DVDs and music CDs in storage sleeves. 	<p>New Materials Processing Assistant</p> <ul style="list-style-type: none"> Assist Technical Processes staff in preparing new materials for circulation, including processing media, including applying book jackets, laminating, and adding property stamps. 	<p>Research Services Assistant</p> <ul style="list-style-type: none"> Coordinate and research genealogy and local history requests under the direction of professional staff. Photocopy and scan newspapers, local history materials, and special collections.
<p>Shelf Reader</p> <ul style="list-style-type: none"> Read spine labels to determine proper placement of materials on shelves. Ensure that displays are neat and refreshed frequently. 	<p>Shelving Assistant</p> <ul style="list-style-type: none"> Assist with sorting and shelving books, newspapers, magazines, DVDs, and music CDs. 	<p>Special Project Assistant (On-Call)</p> <ul style="list-style-type: none"> Assist staff with special projects within various departments.
<p>Storytime Assistant</p> <ul style="list-style-type: none"> Assist Children’s staff with storytime planning and presentation. Assist participants with craft projects. Help parents and children locate materials before and after storytime. 	<p>Storytime Craft Assistant</p> <ul style="list-style-type: none"> Assist in preparation of craft materials for storytime or special events, such as the Teddy Bear Picnic and the Dr. Seuss Birthday Party. 	

Parental Permission (For volunteers under 16 years old)

I (print name) _____, parent/legal guardian, grant permission for (print) _____ to volunteer at the Flathead County Library System.

Parent/Legal Guardian Signature: _____ Date: _____