

**Abilene Public  
Library**  
209 NW 4th  
Abilene, KS 67410  
263-3082  
[www.abilene.mykansalibrary.org](http://www.abilene.mykansalibrary.org)



## Volunteer Application

### Personal Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_  
Emergency Contact: \_\_\_\_\_  
Emergency Phone: \_\_\_\_\_  
I prefer to be contacted by:  Phone  E-mail  Postcard (for reminders)

### Occupation and/or Education:

Currently Employed  Currently Not Working  Retired  Student

Current Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Work Phone number: \_\_\_\_\_  
Highest Education Completed: \_\_\_\_\_ Degree(s): \_\_\_\_\_

### Volunteer Interests:

Why do you want to volunteer? \_\_\_\_\_

Have you ever volunteered at a library? \_\_\_\_\_

If yes, where and describe experience: \_\_\_\_\_

Please check the volunteer assignments that interest you:

- Maintain book shelves
- Assist in Book Processing as needed
- Assist in Maintaining Library Records as needed
- Monitor special collections, Periodicals and Newspapers, or the Fourth Level as needed
- Assist in Special Projects as needed
- Assist with Interlibrary Loan as needed
- Assist with Genealogy Room as needed
- Assist with Story Time for the Children's Library
- Assist with the Children's Library as needed
- Deliver Books to Homebound Partons as requested
- Deliver Books to Individual Sites (Bi-monthly)
- Assist with Library Events

**What is Your Availability:**

Day(s): \_\_\_\_\_  
Time(s): \_\_\_\_\_ I am available as needed:  Yes  No  
I prefer to have the same schedule every week/month:  Yes  No  
Please indicate certain times/days you know you will not be available: \_\_\_\_\_  
\_\_\_\_\_

**Please note: If you are interested in volunteering for the Books on Wheels Program, the site visits are prearranged and will be the same time on a biweekly basis.**

**Skills:**

Do you know how to use a computer?  Yes  No  
Are you familiar with:  Internet  Microsoft Word  Excel  Other \_\_\_\_\_  
Please mark any of the following skills, abilities, or interests below that are applicable to you:  
 Previous Library Experience  Knowledge of the Dewey Decimal System  
 Data processing  Arts and Crafts  
 Typing or Word Processing  Knowledge of/or Work with Historical Material  
What special interests and or/skills do you have that may help us match you with the best volunteer assignment? \_\_\_\_\_  
\_\_\_\_\_

**References:**

Please provide a reference:  Personal  Professional  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ How long have you known this person: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Library Staff:  
Assignment: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Comments: \_\_\_\_\_