



Learn, Create, and Discover at your Library

MILTON-FREEWATER PUBLIC LIBRARY

Volunteer at the Milton-Freewater Public Library!

Volunteers provide a vital resource to their community and their library. If you have an hour or two a week to spare, and you can commit to at least 3 months, the Milton-Freewater library can put your skills and expertise to work at the library.

Benefits of Volunteering at your library

- Meet new people
- Be an active member of your community
- Get that “warm fuzzy feel good” feeling
- Complete service learning requirements for school
- Build your resume
- Have fun!

What things to volunteers help with?

There is a wide variety of opportunities for volunteers at the library from shelving, to processing new books, to teaching classes. Please see our volunteer application for a list of current opportunities.

What time commitment is expected of me as a volunteer?

We hope that you can commit to volunteering at the library for a minimum of three months. A typical shift is 2 hours once per week, but can be more if a volunteer requests it.

What is the minimum age required for volunteering?

14 is the minimum age, and all volunteers under 18 will need to have a parent or guardian sign their application.

Can I complete service hours for school?

Yes, however if you are looking at a short time commitment that is less than three months please contact the Library Director at 541-938-8246 to discuss what opportunities are available.

Can I complete community service hours that are court-referred?

Yes, but please contact the Library Director to discuss this to see what opportunities are currently available. Please note that you will have to complete a background check before you can be approved to volunteer.

How do I get training?

On your first day you will be given an orientation to the library by a library staff member and will be given training on your volunteer assignment.

How do I get started?

To apply to be a library volunteer, complete an application and background check. We will be in touch 7-10 days after your application is submitted.

MILTON-FREEWATER VOLUNTEER APPLICATION

YOUR INFORMATION

Name _____ Date _____
 Street _____
 City _____ State _____ Zipcode _____
 Phone (h) _____ Cell _____
 Email Address _____

PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

Name _____
 Phone (H) _____ Cell _____

VOLUNTEER AVAILABILITY

Please mark days and shifts you will be available for volunteer service. *Two hour blocks are preferable. Our hours are Monday-Wednesday 11-7 / Thursday-Friday 10-6 / Saturday 10-2*

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
morning						
afternoon						
evening						n/a

CURRENT OPPORTUNITIES TO VOLUNTEER:

Please mark as many as you are interested in doing. If there is something else you are interested in doing that is not listed here please write it down under "Special Projects/Other opportunities.

Book Processing	Wrapping new books, and processing new books
Shelving Books / Shelf Reading	Helping library staff shelve books, and go through shelves to make sure items are in order
Pulling books for hold requests	Helping library staff find books for hold requests and interlibrary loan requests. This is typically done on Mondays, Wednesdays, and Fridays.
Assisting with special children's events	Set up, take down, and assistance at children's events typically held on Tuesday evenings
Summer Reading Assistance	Set up, take down, and assistance at children's Summer Reading Programs. Programs are typically held on Tuesday evenings, and Thursday mornings.
Scanning Historical Newspapers	Using our large format scanner, scanning and processing our collection of Historical Newspapers
Teaching Classes / Technology Help	Opportunities to teach computer classes, do tech tutoring, or any other classes that you may be interested in running. Library staff will provide the curriculum and you can run the class
Special Projects / Other opportunities	If there is a project you are interested in doing that is not listed please write it here: _____ _____ _____

I want to be a volunteer because:

My special interests / talents include:

Rate your computer abilities from 1-10 _____

Are you fluent in another language? Circle Yes or No. If yes, what language? _____

How many hours per week would you be able to commit to volunteering?

_____ per week or _____ per month

Waiver and Authorization to Release Information

To Whom It May Concern,

I authorize you to furnish the City of Milton-Freewater with any and all information that you have concerning me, my work record, and my reputation. Information of a confidential or privileged nature may be included. Your reply will be used to assist the City of Milton-Freewater in determining my qualifications and fitness for the position I am seeking with the City.

I hereby release you, your organization and others from any liabilities or damages which may result from furnishing the information requested. I understand that any information obtained will be strictly confidential. I also understand that as a matter of policy, the City of Milton-Freewater may conduct a criminal offender check through the Oregon State Police Law Enforcement Data System ((LEDS)) and I here by give my authorization to do so. Parental authorization is needed for all applicants under age 18 along with date of birth.

Social Security Number _____ Drivers License Number _____

Applicants Signature _____ Please Print Your Name _____

Todays Date _____ Date of Birth for applicants under age 18 _____

Parents Signature for applicant under age 18 _____ Parent Printed Name _____