



Application for Library Volunteer

An Equal Opportunity Employer

Thank you for applying to volunteer at your Greene County Public Library! Your willingness to help is greatly appreciated and furthers the work we are able to do in our community. Please be sure to print clearly and complete both sides of this application before returning it at any of our Community Libraries – listed with addresses at the end of this application. If you are under 18, a parent or guardian’s signature is required.

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Address _____ City/State _____ Zip _____

Phone (cell) _____ (other) _____ Email _____

Current Employer (if applicable) _____ Occupation _____

How did you find out about volunteer opportunities at the library? _____

Emergency Contacts

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Availability (check all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	_____	_____	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____	_____	_____
Evening	_____	_____	_____	_____	_____	_____	_____

Available Ongoing With the following seasonal or other limitations _____

Location (check all that apply)

- Bookmobile
- Carol Graff Beaver Creek Library
- Cedarville Community Library
- Fairborn Community Library
- Greene County Room (in Xenia)
- Jamestown Community Library
- Outreach Services
- Spark Place (in Xenia)
- Winters-Bellbrook Community Library
- Xenia Community Library
- Yellow Springs Community Library

Interests

Check any activity that interests you:

- Book Sale Assistant
- General Library Assistant
- Program Assistant
- Weeding/Outdoor Cleanup
- Special Events
- Dusting & Shelf Straightening
- Shelf Reader

Volunteer Experience

Have you ever volunteered before? Yes No

If yes, where and what were your tasks? _____

Skills

Do you have any special skills that you would like to share at the library? _____

References

List two references in the space provided (no family members and references must be over age 18):

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Have you ever been convicted of a felony offense? Yes No

Please sign below when you have read and understood this statement:

The information I have provided is accurate and true to the best of my knowledge. My signature indicates permission for the Greene County Public Library to contact my personal references. I understand that the Greene County Public Library is not obligated to provide a volunteer placement in the organization, nor am I obligated to accept a volunteer position if offered. Furthermore, I understand that volunteering does not imply or guarantee future employment with the library. I also understand that in order to volunteer for a position requiring direct service to patrons, I may be subject to a criminal background investigation at any time in accordance with Ohio Revised Code 109.575. I understand that I will not be paid for my services as a volunteer and I expect no compensation.

Applicant's Signature _____ Date _____

My son or daughter has my permission to volunteer at the Greene County Public Library.

Parent/Guardian's Signature _____ Date _____

(Required if applicant is under 18)

Please return this application to a location of the Greene County Public Library system:

Carol Graff Beaver Creek Library, 3618 Dayton-Xenia Rd., Beaver Creek, OH 45432. (937) 352-4001

Cedarville Community Library, 20 S. Miller St., Cedarville, OH 45314. (937) 352-4006

Fairborn Community Library, 1 East Main St., Fairborn, OH 45324 (937) 878-9383

Jamestown Community Library, 86 Seaman Dr., Jamestown, OH 45335 (937) 352-4005

Winters-Bellbrook Community Library, 57 Franklin St., Bellbrook, OH 45305 (937) 352-4004

Xenia Community Library, 76 East Market St., Xenia, OH 45385. (937) 352-4000

Yellow Springs Community Library, 415 Xenia Ave., Yellow Springs, OH 45387. (937) 352-4003

Library Use Only

Interview date _____ Orientation date _____

References check _____ Training date _____

Placement _____ Start date _____

Community Library _____ Supervisor _____

Application Received Date _____



P.O. Box 520
76 E. Market St.
Xenia, OH 45385
(937) 352-4000