

ADULT VOLUNTEER FORM

The Webster Public Library currently has volunteers who share their knowledge, enthusiasm, energy, and ideas throughout the various departments of the library. There are no minimum service hours required for most positions. We obtain volunteers from many sources. We have retired staff members and patrons who want to keep busy and help their community. Graduate students from area universities offering degrees in library and information science help to design programs and public relations and carry out special projects. We provide training and support to volunteers from all walks of life.

Volunteers assist staff in many areas such as sending out mass mailings, shelf reading materials to be certain they are in proper order, delivering library materials to shut-ins, and preparing materials for loan. Volunteers serve on the library's Board of Trustees and with the Friends of the Webster Public Library.

Please indicate your areas of interest by checking the box in front of the items below:

- Assisting with **library programs** for children, teens, and adults.
- Teaching **computer classes for the general public** (e.g., basic mousing and keyboarding, introduction to personal computers and the Internet).
- Office support:** copying, collating, bulk mailings, brochure inventory and restocking, assembling program packets, stocking displays, etc.
- Special events:** helping to staff a table for the library at a community event.
- Computer support:** word processing, designing fliers or signs, data entry, etc. Please indicate your experience with various software packages below.
- Become an **Adopt-A-Shelf volunteer** to keep the library's materials neat and orderly by "adopting" that section. One-on-one training will be provided in how to shelf read.
- Delivering library materials to shut-ins** through our Homebound Service.
- Serving on the library's Board of Trustees:** work on our seven-member board to set policies and make financial decisions to ensure a vibrant community library.
- Sorting donated materials and stocking items in the ongoing **book sale** in the library's lobby. We also can use donations of your used books, music recordings, videos, and audiobooks. *(A member of the Friends of the Webster Public Library will contact you.)*

I am available to volunteer:

Please **circle days:** Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please **indicate times by circling:** morning afternoon evening

Please indicate **computer skills:** MS Word MS Excel (spreadsheets) MS Access

You may turn in this form at the **Reference Desk** in the library or send it to: Lisa Wemett, Assistant Library Director, Webster Public Library, Webster Plaza, 980 Ridge Road, Webster NY 14580. (585) 872-7075, ext. 111.

Name _____ Telephone _____
Address _____ Zip _____
E-Mail _____ Date _____

Thank you so much for your interest in the Webster Public Library!

