



Arcadia Public Library Volunteer Application Form

Thank you for your interest in volunteering at the Arcadia Public Library. We have a variety of volunteer positions for a variety of ages and skills.

Volunteers must be 13 years of age or older. Volunteers are required to be fingerprinted and background checked prior to beginning volunteer work. This will be arranged at no cost to you. **The Library is unable to accommodate court appointed community service hours.** A minimum of a six month commitment to volunteering at the Library is required.

NOTE: To be a Teen volunteer for the Summer Reading Program, there is a separate application process. Please check with the Children's Services Section for more information.

1. Check which activity or duty most interests you. If you are interested in more than one area, please check all activities/duties that you are interested in. Visit the [Library Volunteers](#) page for descriptions.

- | | |
|---|---|
| <input type="checkbox"/> Study Room Monitor
<input type="checkbox"/> Straightening books
<input type="checkbox"/> Internet Tutor (Adult)
<input type="checkbox"/> Teen Advisory Group (TAG) (high school students only)
<input type="checkbox"/> Special Event Assistant
<input type="checkbox"/> Children's Barks and Books Assistant
<input type="checkbox"/> Middle School Advisory Group (MAG) (middle school students only)
<input type="checkbox"/> English Conversation Class Tutor (Adult)
<input type="checkbox"/> Delivering books to the homebound (must be 21 years of age or older)
<input type="checkbox"/> Assisting Staff with Clerical Tasks & Special Projects | <input type="checkbox"/> Computer Monitor
<input type="checkbox"/> Volunteer Greeter
<input type="checkbox"/> Teen Zone Assistant
<input type="checkbox"/> Circulation (Front Desk) Volunteer
<input type="checkbox"/> Foreign Film Assistant (Adult)
<input type="checkbox"/> Children's Room General Volunteer |
|---|---|

2. Indicate all days and times available:
(Library Hours are: Monday – Thursday, 10 a.m. to 9 p.m.; Friday & Saturday, 10 a.m. to 6 p.m.)
(Example: Mon. 3-6 p.m.)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

3. Please fill out the personal information below.

Last Name	First Name	Middle Initial	Driver's License
Address		City	Zip Code
E-Mail	Home Phone	Mobile Phone	Other
Emergency Contact Person		Relationship	Phone

If you are under 18, what is your age:____ (Note: You must be at least 13 years old to volunteer.)

What education, training, skills, or talents prepare you to be a volunteer and why are you interested in volunteering at the Arcadia Public Library?

Please identify any previous employment, volunteer work, or educational experiences you feel are relevant:

Special Skills, Training, Languages, Interests, Hobbies, and Talents:

The type of service you wish to contribute:

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that if I become a volunteer for the Arcadia Public Library, falsified statements made on this application shall be considered cause for dismissal from the program.

Signature

Date

A parent signature is required for those under 18 years of age.

Parent Signature

Date

Thank you for your interest in volunteering at the Arcadia Public Library. All information you provide is kept strictly confidential and is for the use of the Volunteer Program only. All applications are kept on file for 6 months and positions are filled as needed. If, after 6 months, you have not heard from the Library, please submit another application, letting us know that you are still interested.

Applications and descriptions of volunteer positions are available on the Library's website www.ArcadiaCa.gov/library under Helping the Library and Forms and Applications. Paper copies of the application are available at each of the public service desks in the Library. Applications can be submitted through the Library's website or turned in to any of the public service desks at the Arcadia Public Library.

Arcadia Public Library ~ 20 West Duarte Road ~ (626) 821-5567

www.ArcadiaCA.gov/library

Hours: Monday – Thursday 10 a.m. to 9 p.m.~ Friday & Saturday: 10 a.m. to 6 p.m.