

PENDER ISLAND PUBLIC LIBRARY - Volunteer Applicant Information

INTRODUCTION

Welcome to the Library! Library services on Pender Island were founded by volunteers in 1973 as the "Pender Lender", and the Library today continues to be operated mainly by volunteers. The Library has a vibrant collection of just under 20,000 adult and youth items. We take pride in serving the Pender Island community with a welcoming smile.

WHAT DO OUR VOLUNTEERS DO?

The majority of our volunteers staff the library from 10 am to 4 pm, four days a week. They provide the essential check-in and check-out services at the front circulation desk, renew and/or reserve books, provide library cards, return items to the shelves, answer questions and offer assistance to library users.

Others provide the behind the scenes help to ensure we have an up-to-date collection in good condition. They help with the selection and ordering of new materials, interlibrary loans or book repair. Others organize library events and program. Some write articles on what's happening in our library or provide computer training to patrons. Others write grant applications or help with fund-raising events to ensure our library has the financial support it needs. Others work with local artists to coordinate displays of art in the library.

There are many ways you could help our library if you are interested. Please consider filling out an application form, and we can discuss the options open to you. Some volunteer positions require commitments of time on a regular basis, while others have more flexible schedules. Different jobs require different sets of skills and even physical ability.

Name (print) _____

Address _____

Phone _____ Email _____

Age Category: 14 to 17 years over 18 years

Computer Knowledge: Basic Moderate Advanced (Please check one)

If you are interested in working at the front desk, please read the information on the next page and sign at the bottom.

After you become comfortable with the front desk activities, we encourage you to get involved in some of the other activities that the library provides. Please tell us what your interests are:

Board member Art exhibits Volunteer activities Book selection
Building Maintenance Programs Computer Training
Event Planning Publicity Other _____

Please list any specific skills or experience that might be beneficial to the library:

Volunteering for the Library’s front circulation desk

Please read this information carefully before you decide whether or not to apply to volunteer at the front circulation desk.

Commitments required of Library Volunteers for the front circulation desk

- The library is open from 10:00 am to 4:00 pm every Tuesday, Thursday, Friday and Saturday, except for statutory holidays. Volunteers are needed to fill shifts on these days throughout the year.
- All new library volunteers receive in-depth training and will be scheduled to work three shifts per month until their training is complete. Once trained, volunteers are assigned two shifts per month. Each shift is for a 3-hour period.
- Shifts will be assigned for a morning or afternoon on any day that the library is open.
- Shifts will vary each month and will be assigned by the library schedulers based on the needs of the library and the availability of the volunteer.
- All volunteers, including new volunteers, are encouraged to attend quarterly meetings for library volunteers with the Board of Directors to keep abreast of new policies and library activities and to meet your fellow volunteers.
- Every volunteer must have basic familiarity with the use of computers, and have an e-mail address to receive Library correspondence on a regular basis.

If you are comfortable with these commitments, we welcome your application at the Library front circulation desk. If not, we ask you to apply for other activities.

If you have any questions about the time commitment required of library volunteers, please don’t hesitate to ask to speak with a member of our Volunteer Selection and Training Committee.

Thank you for interest in applying to be a library volunteer.

Date _____ Signature _____

Office Use only: Date application received: Date of contact with applicant: Notes:
