



Hedberg
Public
Library

Janesville, Wisconsin

Volunteer Application Form

Today's Date: _____

Full Name: _____

Address: _____

Phone: _____ Date of Birth: _____
(year optional)

Library card number: _____

E-mail address: _____

Education: H.S. graduate or equivalent? _____ Yes _____ No

College (circle last year completed) 1 2 3 4 5 or more

Have you ever been convicted of any violations of the law other than minor traffic violations? ____Y____N

If yes, please explain: _____

Volunteer positions are listed on the opposite side of this application. Please indicate below which position(s) you would be interested in and your related skills and qualifications:

1st choice: _____

2nd choice: _____

3rd choice: _____

Thank you for your interest in volunteering at Hedberg Public Library. You will be contacted for an interview if there is a position open matching your skills and qualifications. If there is not a suitable match at this time, you will be notified and your application will be filed for future reference.

Please note that a background check may be done.

Volunteer Positions

Shelf Reader - maintain shelf order, check for damage or mislabels, straighten. Minimum 1 hour per week. Lift up to 10 lbs., reaching, standing and walking. Alphabetize, use Dewey Decimal system.

Materials Delivery - select, deliver and return materials to homebound patrons. Valid license and insurance required. Computer and library collection knowledge helpful. Ability to successfully interact with older and/or persons with disabilities. Reaching, standing, lifting and carrying.

Data Entry - enter data into online database. 1 hour per week. Accurate keyboarding skills.

Mailing - prepares documents for direct or bulk mail. Weekdays, 3 - 4 hours every 2 months. Use labels, seals, sometimes stamps. Lift and carry up to 10 lbs.

Public Information Office - sorts and files forms, distributes fliers and signage to local businesses. Weekdays 2 - 4 hours per month. Valid license and insurance required.

Interlibrary Loan - collect materials, pull paperwork, file and collate. 2 hours per day, 1 or 2 days per week. Lifting up to 25 lbs., pushing, reaching, walking.

Reference - clip, label, copy, file, variety of tasks as needed. May work with local history materials. 1 - 3 hours per week. Lifting, walking, reaching, carrying, sitting, standing. Ability to read, count, follow directions.

Spanish Interpreter - interpret for Spanish-speaking patrons. Needed anytime the library is open. Minimum of high school level 4 Spanish. Must be fluent in English and Spanish.

Bilingual Spanish Event Program Volunteer - Greet guests, help with crafts, serve food. 2 - 4 hours per event. Lift, carry and reach. Minimum of high school level 4 Spanish.

Note: A different application form must be completed if you wish to volunteer for the Ground Floor.