



# Adult Volunteer Application

Lisle Library District (LLD)

777 Front Street, Lisle, IL 60532 - Phone: (630) 971-1675

Contact LLD Volunteer Coordinator, Will Savage: [savagew@lislelibrary.org](mailto:savagew@lislelibrary.org)

<b>Volunteer Name</b>	First	Last	
<b>Phone Number</b>	Home:	Cell:	
<b>Emergency Contact</b>	First, Last Name	Relation to Volunteer	Phone Number
<b>Email</b>		<b>Personal Reference</b>	Name/Phone

**Why do you want to volunteer at the Library?**

**What type of volunteer responsibilities interest you? (Choose all that apply)**

<input type="checkbox"/> Watering plants	<input type="checkbox"/> Campus cleanup	<input type="checkbox"/> Inventory tasks	<input type="checkbox"/> Cleaning DVDs and CDs
<input type="checkbox"/> Clerical work	<input type="checkbox"/> Check materials condition	<input type="checkbox"/> Shelf organization	<input type="checkbox"/> Help with LLD events
<input type="checkbox"/> Home Delivery help	<input type="checkbox"/> Cleaning shelves	<input type="checkbox"/> Drop-off flyers	<input type="checkbox"/> Material project work

**Time Commitment**

How often do you want to volunteer?  Weekly  Monthly  Summer Only  Other \_\_\_\_\_

Can we contact you for last minute volunteer needs? \_\_\_\_\_

**When are you able to volunteer?**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 9:30am—11am							XXX
Afternoon 11am—5pm							
Evening 5pm—9pm						XXX	XXX

How did you hear about the Library's volunteer opportunities?

What previous volunteer experience do you have?

### Guidelines for volunteers

#### What you can expect from us:

- **Positive Experience:** The LLD appreciates volunteers in assisting the Library with specific tasks. We offer training and want you to feel comfortable while performing assigned tasks.
- **Supervision:** Supervisors oversee work, set schedules, track time and answer questions.
- **Support:** Assistance is available from the Volunteer Coordinator or appropriate staff within the respective department.
- **Policy Review:** As part of your training, your supervisor will review *LLD Policy 415: Volunteers* with you.
- **Verification:** All adult volunteers are subject to a background check.

#### What we expect from you:

- **Dependability:** Please arrive on time. Please contact the LLD if you cannot volunteer as scheduled.
- **Professional Work Habits:** Wear your LLD volunteer badge. Report to the assigned department. If you have questions, ask for help.
- **Compliance:** You must comply with all Library policies, procedures, and the Code of Conduct.
- **Dress Code:** Dress comfortably and appropriately. See your supervisor for details.
- **Confidentiality:** Volunteers shall maintain the confidentiality of all LLD proprietary/privileged information while volunteering at the Library.
- **Computer/Equipment Usage:** Computer, internet, email, or phone use shall comply with supervisor directives/guidelines.
- **Ending Volunteering:** If it becomes necessary to end volunteering at the LLD, please notify your supervisor as soon as possible.

### Applicant Signature

I certify that the information provided on this application is true to the best of my knowledge. I understand I am not guaranteed a volunteer opportunity at the Lisle Library District.

Applicant (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_