



Adult Volunteer Application

Lisle Library District (LLD)

777 Front Street, Lisle, IL 60532 - Phone: (630) 971-1675 ex 1005

Contact LLD Volunteer Coordinator, Elizabeth Hopkins: hopkinse@lislelibrary.org

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

Why do you want to volunteer at the Library?

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

- | | | | |
|--|---|---|---|
| ☐ Watering plants | ☐ Book Sale Work | ☐ Inventory tasks | ☐ Digital Code Input |
| ☐ Clerical work | ☐ Mini Branch Checks | ☐ Prepare Literature | ☐ Help with LLD events |
| ☐ Home Delivery | ☐ Cleaning Tasks | ☐ Drop-off flyers | ☐ Craft Supply Inventory |

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: _____