



# Bexley Public Library

## Volunteer Application Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Birth Date: Day: \_\_\_\_ Month: \_\_\_\_ Year: \_\_\_\_

*\*Please Note: All volunteers must enter the "adult volunteer process" when turning 18, which includes a background check. This is a very simple step and your volunteer leader can help you with this.*

School \_\_\_\_\_ Grade \_\_\_\_\_

**Important:** Please write an email address where you can be reached. Please write legibly and periodically check this email address, as we will be emailing opportunities to sign up and volunteer.

Email Address	
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Best way to reach you? (circle one)                      Phone    or    Email

Name of Parent/Guardian \_\_\_\_\_

Contact/Phone of Parent/Guardian \_\_\_\_\_

We are open Monday-Thursday 9am-9pm  
Friday & Saturday 9am-6pm, and Sunday 1pm-5pm

1. Have you volunteered anywhere else before? If so, where and what types of things did you do?
  
2. How did you hear about the Teen opportunities at the Bexley Public Library?
  
3. Do you need community service hours to fulfill a certain requirement? Yes \_\_\_\_ No \_\_\_\_  
  
If so, please list the date you need to have it completed.                      Date \_\_\_\_\_
  
4. What kinds of skills or abilities can you contribute to the Bexley Public Library?

## 10 Ways to be a GREAT Volunteer @ Bexley Public Library

**Food:** Covered drinks are permitted, but keep them away from the computers, please. Small snacks are OK, but please don't eat them while volunteering. Ask to take a quick break if necessary. 😊

**Valuables:** We don't have any safe place for you to keep them. So unless you want to put your iPad in your pocket, it's best to keep them at home.

**Where you should be:** Find a staff person and ask him/her to direct you to your reporting area when you arrive for your Volunteer shift.

**Friends and Family:** Make sure your friends and family know that you're at the library to work. *Of course* we want you to hang out at the library with your friends- but only before or after your Volunteer shift.

**Be Sensitive to Noise:** Please no running or loud talking. Respect others around you who may need quiet time for studying or relaxing. We don't want to "shush" you!

**Smile!** Being nice counts! Please be polite at ALL times to ALL patrons. Treat them as if they are guests in your home. Remember, you're representing the library when you're volunteering.

**Help/Directions:** You may direct patrons to other staff members, the restrooms, the drinking fountains, and the copy machines. If patrons need assistance finding books or help with a question, PLEASE refer them to a librarian. If you have a question or aren't sure about something, YOU can ask a librarian too! We're all nice here.

**When you're not busy:** Ask your designated contact for Volunteer work if there is any other work for you to do. Time flies when you're busy, and we've got plenty of projects. Don't be shy, just ask!

**Show up on time:** Please remember, even though this isn't technically a "job," we rely on volunteers to help us get work done. We greatly appreciate your help! **So if you're going to be late or miss a shift, please call us at 614-231-2878 to let us know.**

**Have fun!** We want you to enjoy your experience at the library, both as a volunteer and as a patron. Volunteering is supposed to be fun, so SMILE and have a good time helping others.

**Yes,** I have read the **Ten Ways to be a Great Volunteer** and agree to abide by these guidelines at all times when I'm volunteering at the library.

Name \_\_\_\_\_ Date \_\_\_\_\_



## Using VolunteerSpot to Access Bexley Public Library's Volunteer Opportunities

- After submitting a Volunteer Application with a VALID, LEGIBLE email address, we will E-mail you links to sign up for volunteer opportunities.
- Each individual Volunteer Opportunity has a separate link to click on in the e-mail that is sent. The link will look like this: <http://vols.pt/LninYt>
- You can only access the links to sign up through that e-mail, so do not delete it! (If you need us to re-send the e-mail, please let us know, and we will.)
- You will need to enter in your e-mail address to sign up for a shift. You will have to enter your e-mail address 2 times.

After you enter your e-mail address (twice), you'll be directed to a page that looks like this.

To sign up for a shift, select the day and time you'd like to sign up and click the orange Sign Up! button.

Welcome [msimon@bexleylibrary.org](mailto:msimon@bexleylibrary.org)

### Please Sign Up

#### Homework Help Center

Wed Sep 5, 2012 - Thu May 22, 2014

Welcome [Contact Organizer](#) [Activity Location](#)

We need volunteers to help students with their homework assignments in our Homework Help Center. Students vary in grades from Kindergarten to 12th grade. The bulk of homework help is needed for grades 1 through 8.

Click to jump to any date:

Aug 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available Full Your Spots

### Choose Your Spots:

All Available Your Spots

No Thanks

Welcome [msimon@bexleylibrary.org](mailto:msimon@bexleylibrary.org)

### Please Sign Up

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available Full Your Spots

### Choose Your Spots:

All Available Your Spots

Show Past Spots

Save

TO DO (1/6)

Mon Aug 19, 2013

Task	Time	Filled	Action
Homework Help Center	3:00pm - 5:00pm	0 of 3	Sign Up!
Homework Help Center	4:00pm - 6:00pm	1 of 3	MySpot (1)

You are signed up.

After you click on the shift you'd like to sign up for, click the green Save button to confirm you have signed up for the shift.

You will get an email notification reminding you of your upcoming shift.