



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

1000 Spring Street, Paso Robles, CA 93446

(805) 237-3870 ~ FAX (805) 238-3665

APPLICATION TO BE A **LIBRARY EXPRESS!** VOLUNTEER*

A 6-week opportunity to help the Library, learn new skills, and have fun!

Last Name: _____ First: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Email: _____

* Applicants must be 18 or older. For teen volunteer opportunities, please refer to the Teen Volunteer Corps brochure, available in the Library and online, www.prcity.com/library

EXPRESS PROGRAM OPPORTUNITIES

Children's Library: assisting Children's Librarian with craft materials; arranging special bulletin boards; assisting children's use of the computers; and shelving books and straightening magazines

Circulation: taking CDs and DVDs out of cases and putting in appropriate sleeves; shelving CDs, DVDs, and videos; shelving "on hold" books behind counter; and shelving new and large print books

Computers: cleaning all computers, printers and copiers; assisting with scheduling; and assisting patrons' with use of Internet computers

Holds: pulling materials that have been requested from other libraries from the shelves

Processing: stamping labels for CDs, DVDs, and audiocassettes; stamping tops of books; putting labels on DVDs and CDs; and checking shelves for broken cases

Reference: straightening maps; shelf-reading/straightening reference collection; updating portions of "Community Info" binder; and helping patrons use the online catalog and various databases

Shelving: shelving surplus books (try to find room for them); organizing music and book CDs; organizing books on tape; and organizing Spanish language materials

REFERENCES

Name/Relationship: _____ Phone: _____

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AGREEMENT

I understand that as a volunteer for the City of Paso Robles, I may be subject to fingerprinting. I agree to comply with the City of Paso Robles Library rules and procedures to the best of my ability. I agree to respect the confidential nature of information I may obtain. I also agree to participate in orientation and training as is required by my assignment.

Signature: _____ Date: _____