



WELLESLEY FREE
LIBRARY

Wellesley Free Library Volunteer Application

Volunteer Contact Information

| | |
|---------------------------|--|
| Name | |
| Street Address | |
| City, State, and ZIP Code | |
| Home Phone | |
| Cell Phone | |
| Email address | |

Person to Notify in Case of Emergency

| | |
|------------|--|
| Name | |
| Address | |
| Home Phone | |
| Cell Phone | |

Education (Check last year completed)

| | | | | |
|-----------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Grade | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 | <input type="checkbox"/> 8 |
| High School | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |
| College | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| Graduate School | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

Availability

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

Commitment of Hours

Library Volunteers are generally required to commit to a minimum of 12 weeks.

____ I would like to volunteer on an ongoing basis for ____ hours per week

____ I would like to volunteer until _____ (date) for ____ hours per week

*Please note that we cannot accommodate court-ordered community service.

Volunteers are everywhere

Tell us in which areas you are interested in volunteering. Please note that some positions may require lifting heavy books, bending and stretching to shelve items, and pushing filled book carts.

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|-------------------------------|---|
| ___ Acquisitions & Cataloging | Label materials |
| ___ Book Sales | Welcome & direct shoppers, answer questions and tidy books. Your information will be forwarded to the <i>Friends of the Wellesley Free Libraries' Operation Friends Program</i> . |
| ___ Circulation | Shelf-reading (putting books in alphabetical or numerical order) Shifting books |
| ___ Computer Docent | Coaching adults on using basic and intermediate computer applications during Open Lab on Wednesdays in Jackie's Room from 10:00am to 12:00pm. |
| ___ Custodial | Cleaning work areas Dusting book stacks |
| ___ Fund Raising | Your information will be forwarded to the <i>Wellesley Free Library Foundation</i> . |
| ___ Greeter | Welcome patrons, provide directions and answer questions. Your information will be forwarded to the <i>Friends of the Wellesley Free Libraries' Operation Friends Program</i> . |
| ___ Information Services | Filling displays Neatening public areas Refilling supplies Searching shelves Shifting books |
| ___ Program Ambassador | Welcome attendees, highlight work of the Friends and answer questions. Your information will be forwarded to the <i>Friends of the Wellesley Free Libraries' Operation Friends Program</i> . |
| ___ Program Facilitator | If you have a special skill or interest you would like to share with adults or children on an ongoing basis, complete the Propose A Program form: https://www.wellesleyfreelibrary.org/propose-a-program/ |
| ___ Tour Guide | Give small group guided tours of the Main Library. Your information will be forwarded to the <i>Friends of the Wellesley Free Libraries' Operation Friends Program</i> . |
| ___ Wellesley ESOL | English language practice with adults. Your information will be forwarded to the ESOL Coordinator. |

Qualifications

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| Special interests, skills or hobbies: |
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| Previous volunteer and/or paid work experience: |
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| Is there any other information you would like us to know? |
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CORI (Criminal Offender Record Information) Request

The Town of Wellesley Human Resources Department will conduct a Criminal Offender Record Information (CORI) check of all prospective volunteers age 18 and over.

Please complete and sign the attached CORI Request Form, and return it to the Administration Office at the main library with one of the following government-issued forms of identification: driver's license, passport, state-issued identification card with photograph, or military ID. This verifies your identity and documents that we have provided you with notice that a CORI is being conducted. If you do not have identification as listed above, or if you have any questions concerning the CORI process, please contact the Human Resources Department at Wellesley Town Hall, 525 Washington St. Wellesley.

- I am 18 years of age or older, and I agree to the CORI background check as part of this application process.
- I am under 18 years of age.

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|----------------------------|
| Applicant's Name (printed) |
| Applicant's Signature |
| Date |

Return Completed Forms to:
Assistant Library Director
Wellesley Free Library
530 Washington Street
Wellesley, MA 02482