



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.

___ 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 an 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.
___ Information Services	Filling displays. Neatening public areas. Refilling supplies. Searching shelves. Shifting books.
___ 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/
___ Wellesley ESOL	English language practice with adults. Your information will be forwarded to the ESOL Coordinator.

Qualifications

Special interests, skills or hobbies:
Previous volunteer and/or paid work experience:
Is there any other information you would like us to know?

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.

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 agree to the CORI background check as part of this application process.

Applicant’s Name (printed)
Applicant’s Signature
Date

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