

For Office Use Only

Date received: _____

Background check: _____

Placement location: _____

Placement date: _____

APPLICATION FOR LIBRARY VOLUNTEER**Wichita Public Library****711 West 2nd Street****Wichita, KS 67203**

The mission of the Wichita Public Library Volunteer Program is to provide assistance to staff in all areas of operation while additionally providing quality customer service to Library patrons in a professional manner.

All volunteer applicants will be considered without discrimination due to race, creed, color, sex, age, national origin, gender, physical disability, or veteran status. Application submission does not guarantee placement as a library volunteer. Applicant's location preference will be taken into account; however, if a volunteer opportunity is not available in that location, an available alternative location will be offered. Applicants will not be obligated to accept the alternative placement. Volunteers must be at least twelve years of age or ready to enter the seventh grade.

The following information will assist staff in making the most appropriate volunteer placement. An interview will be arranged after the completed application is returned. Thank you for your interest in volunteering with the Wichita Public Library.

Name	First	Last					
Contact #	This is my Home Cell Other _____ Telephone			This is my Home Cell Other _____ Telephone			
Address	Street Address			City	State	Zip Code	
Email						Date of Birth (MM/DD/YYYY)	
Age	Minor (under age 18)		Adult (age 18+) (must complete background form)				
Do you have any relatives who work for the Library? _____							
If yes, please list name(s) and location(s) _____							
Why do you want to volunteer at the Library?							
Time Commitment Frequency				Number of Hours per Week			
Short term (less than 2 mos.)				1-2 hours per week			
Long term (more than 2 mos.)				3-4 hours per week			
Regular weekly schedule				5-6 hours per week			
Sporadically/Events only				more			
When are you available to volunteer?							
Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
How did you hear about the Library's volunteer opportunities?							

What type of volunteer responsibilities would you prefer?

Shelving materials	Finding books from a list	Making home deliveries
Repairing books	Copying and folding	Assisting with library events
Cleaning book covers	Cutting paper	Distributing posters to businesses
Sorting books on cart	Unpacking deliveries	Select books for homebound patrons
Filing registration cards	Assisting with Technology	Other _____

What skills do you have that would be relevant to volunteering at the library?

Art	Computer (list please) _____	
Keyboard	Alphabetizing	Other _____
Clerical	Good with people	Other _____
Organizing	Languages	Other _____

Do you prefer to volunteer at a specific Wichita Public Library location? (you may check more than one)

Advanced Learning Library 711 W. 2 nd	Lionel D. Alford Branch 3447 S. Meridian	Maya Angelou Northeast Branch 3051 E. 21 st St.
Evergreen Branch 2601 N. Arkansas	Ford Rockwell Branch 5939 E. 9 th	Dr. Ronald W. Walters Branch 4195 E. Harry
Westlink Branch 8515 Bekemeyer	Friends of the Library 711 W. 2 nd	

What previous work and/or volunteer experience do you have?

References (please list two references who are not relatives)

Name		Telephone
Address	Relationship to you	
Name		Telephone
Address	Relationship to you	

I certify that the information provided on this application is true to the best of my knowledge. I understand that I am not guaranteed an interview or assignment to a volunteer position at the Wichita Public Library.

Signature _____ Date _____

If under the age of 18, a parent/guardian must also sign.
I give my permission for my child to volunteer at the Wichita Public Library.

Signature _____ Date _____

Please send completed applications to either:

By Postal Mail: Wichita Public Library
711 West 2nd
Wichita, KS 67203

By Email:
admin@wichitalibrary.org