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http://www.cityof.lawton.ok.us/library/

**Volunteer Application**

We consider applicants for all positions without regard to creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.

**Please Print**

Name (last, first, middle)

Address City State Zip Code

Home Phone Alternate Phone

Email

What interests you about volunteering at the Lawton Public Library?

Please feel free to list any special credentials or relevant work experiences.

When are you available to work:

\_\_\_\_ Mornings \_\_\_\_\_ Mondays \_\_\_\_ Thursdays

\_\_\_\_ Afternoons \_\_\_\_ Tuesdays \_\_\_\_ Fridays

\_\_\_\_ Evenings \_\_\_\_ Wednesdays \_\_\_\_ Saturdays

Do you have any physical restrictions or special considerations we should be aware of? \_\_\_yes \_\_\_no

If yes, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer Name

**Volunteers**

At any time we may or may not have openings for volunteers. If you are interested in volunteering for the Library, check the descriptions of volunteer positions listed below.

After we receive your application, we will call you to set up an appointment for a casual interview. If there are no positions currently open which match you skills or interests, we will also notify you by phone

**Stack Organizer**

If you love making order out of chaos and have the patience to do the same things over and over each day, you will enjoy being a stack organizer.

The organizers will straighten the books and other materials on the shelves as needed. In addition they will remain vigilant in order to keep the library tidy and free of debris.

**Shelf Reader**

Do you enjoy detail work? Do you have a good knowledge of numbers? Are you patient? Are you a library user?

The characteristics mentioned above are those necessary to become a shelf reader at the Lawton Public Library. A shelf reader is a person who is assigned to check the materials shelves in certain sections of the Library to make sure that everything is in its proper place. This is a very important job because if items are misplaced, patrons will be unable to find materials which are supposed to be on the shelves. Careful "reading" of the call numbers and knowledge of numerical sequence are required to make sure that the items are arranged correctly by the Dewey Decimal system.

**Maintenance Assistant**

The responsibilities of the Library Maintenance team are varied. Included are

* dusting bookshelves,
* cleaning windows
* cleaning outside the Main Library,
* and a variety of other duties.

**Materials Shelver**

Do you love books? Are you a "details" person? Are you reliable, friendly, and able to work independently? Then you may be a good candidate to become a shelver.

Shelvers are responsible for returning books, DVDs, and other materials to their assigned place on the library shelves, according to the Dewey Decimal system. You must be able to stand, bend, stretch, and wheel a loaded cart around the library; shelving materials requires stamina. But shelving also gives you the opportunity to peruse the shelves and discover dozens of wonderful items you might otherwise never have seen or heard of.

**Book Cleaner**

As anyone who uses any library can tell you, book covers become soiled after a relatively short time. Cleaning the covers is an ongoing task which requires careful attention and regularity for someone who works carefully.

Cleaning the books is a very satisfying activity. It allows the volunteer to work on his or her own at a chosen pace and to explore the books as they are wiped clean. Though the cleaning is rather simple, it is also important and time consuming. It is a job which is never finished but must be continued to maintain the appearance each book.

**Special Projects Floater**

If you would like to volunteer but are unavailable on a regular basis, perhaps you should consider becoming a Special Projects Floater.

Candidates must be available at a day's notice and willing to spend as little as an hour or as many as three or four hours at each task. They should be fast learners with good language skills and careful with details.

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 Volunteer Name

As a volunteer would you prefer:

\_\_\_\_ To be called on special projects as needed

\_\_\_\_ To have the same weekly schedule

Check any types of volunteer work you might be interested in:

\_\_\_Stack Organizer \_\_\_Shelf Reader

\_\_\_ Maintenance Assistant \_\_\_Materials Shelver

\_\_\_Book Cleaner \_\_\_Special Projects Floater

\_\_\_Homebound Delivery \_\_\_Program Instructor

\_\_\_Working with Books \_\_\_Working with Computers

\_\_\_Working with People \_\_\_Working with Children

\_\_\_Working Outside \_\_\_Clerical

\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Remember, as a volunteer you are working in the public eye and represent Lawton Public Library.* Thank you for taking the time to complete this form. It will help us match your talents to our current needs. WE APPRECIATE YOUR INTEREST! The Volunteer Coordinator will contact you soon.

Printed Name of Volunteer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Volunteer

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