

Oakmont Carnegie Library Volunteer Information Sheet

1. Personal Information

Date: _____
Name: _____ Last First Middle Initial
Address: _____ Street City State Zip
Home Phone: _____ Other phone: _____
E-mail address: _____

2. Volunteer Information

Why would you like to volunteer at the Oakmont Carnegie Library?

Which volunteer areas would be of interest to you?

General

Shelf reading/straightening

Landscape Maintenance (weeding etc.)

Book Store

Man book store

Computer Classes

Teach small group computer classes

Program Support

Book discussion or conversation salon moderator

Present a program on a topic for ___Adults ___Youth (list topic _____)

Please turn over this page for the rest of the Volunteer Information Sheet.

3. Availability

Please indicate which days and times you are available for the opportunities you've selected:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	Y	Y	AY	Y	Y	Y	Y
Morning							
Afternoon							
Evening							

All volunteer work will normally occur during regular library hours. Library hours are:
Monday – Thursday 10 AM – 8 PM
Friday – Saturday 10 AM – 4 PM
Sundays 1 PM – 4 PM (September through June)
On the first Friday of every month, the library opens at 12 PM.

4. Special Skills or Accommodations

Please list any other skills you have that you think would benefit the library or any special accommodations you may need in your volunteer work:

5. Emergency Contact Information

Name _____

Daytime Phone _____ Evening Phone _____

6. Background Checks

Please be aware that the Borough of Oakmont requires all employees and volunteers of the library to have a background check and to receive child abuse clearances from the state. The library will cover any fees associated with these clearances.