

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## VOLUNTEER APPLICATION

Library volunteers play an important role as partners in the library's mission of connecting people to the world of ideas and information. Library volunteer service offers a social experience and a valuable chance to help maintain library operations.

The Laconia Public Library has opportunities available for qualified and motivated individuals who would like to contribute to the community.

### Are you a good fit to be a volunteer at the library?

Here is a quick guide to determining if you would be a good match for our opportunities:

- **Age 18 or older**
- **Able to work independently, with minimal direction**
- **Able to commit on an on-going basis (the average is weekly, 2-4 hours per week)**

**Please note: we do not accept court-mandated, community service, or diversion program volunteers. We do not report to outside agencies.**

### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/Town: \_\_\_\_\_  
 State, Zip: \_\_\_\_\_ \*Email and Phone number will only be used for library contact

*Both state (NH RSA 275.42-I; NH RSA 279:1X; and NH LAB 803.05 Exemption) and federal law (29 CFR 553.100-.106) state that a volunteer cannot take the place of a paid worker who is already employed by the library. It is our library's policy not to allow any volunteer to complete a task that is in a paid staff member's job description.*

To comply with that directive, volunteers for the library can expect to be asked about the following tasks.

#### Please indicate a preference:

- Shelf-reading – a detail orientated, yet extremely important task
- Re-labeling projects – must be comfortable with computers, and follow specific instructions
- Drop-In Tech help – must have advanced level experience with computers, phones, and other devices

Do you have any previous volunteer experience? If yes, where: \_\_\_\_\_

Schedule/ Availability: \_\_\_\_\_

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

### References (please include two)

Business (Name/address/contact): \_\_\_\_\_

Personal (Name/address/contact): \_\_\_\_\_

Personal (Name/address/contact): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please schedule a meeting with our volunteer coordinator to discuss volunteer tasks, by emailing [aalwyn@laconialibrary.org](mailto:aalwyn@laconialibrary.org).

