



Coronado Public Library

2022 Adult Volunteer Application
640 Orange Avenue Coronado, CA 92118
(619) 522-7390

Name: _____
Last First Middle

Address: _____
Street City State Zip-Code

Home Telephone: _____ Work Telephone: _____

E-mail Address: _____

Previous experience and skills: _____

Please select the volunteer positions in which you are interested:

<input type="checkbox"/> Collection Support*	<input type="checkbox"/> Adult Services	<input type="checkbox"/> Material Processing*	<input type="checkbox"/> Computer Lab
<input type="checkbox"/> Digital Media Lab	<input type="checkbox"/> Program Assistant	<input type="checkbox"/> Special Collections*	<input type="checkbox"/> Art Docent

Volunteers normally work an assigned schedule with a minimum of two consecutive hours scheduled per week. However, more flexible scheduling is possible to meet your individual needs or the Library's needs.

1. Circle the days you would be available to work:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

2. What consecutive hours would you be available: (Example 2 p.m. – 4 p.m.)

**These areas have volunteering opportunities from 9:30 a.m. to 5 p.m., Monday through Friday only.*



I understand that if I am accepted as a volunteer at the Coronado Public Library, I will be expected to follow a mutually acceptable work schedule and to notify my supervisor promptly if I am unable to work as scheduled. I also understand that I will be expected to perform my assigned task in a business-like and efficient manner.

I understand that prior to my volunteering that I will have successfully passed the LiveScan required by the City of Coronado.

Signature

Date

EMERGENCY CONTACT

Name & Relation: _____

Home/Cell Telephone _____ Work Telephone _____

Placement Procedures:

If your application is matched with a staff member's request for volunteering, you will be contacted. While the Library doesn't always have available volunteer opportunities, we will hold your application on file for six months. You will be contacted by a Library representative for an initial interview. Referred candidates will be contacted by the City of Coronado's Human Resources to make an appointment for the LiveScan.

Staff Use Only

Assigned Department:

Adult Services Youth Services Tech Services Circulation Admin Services

Initial Interview Date: _____ Referred to HR Date: _____

LiveScan: Pass / Fail

Supervisor: _____ Assignment: _____

Comments: _____

Volunteer Notified Date: _____ Start Date: _____

Library Card Status Updated: / /



Volunteer Opportunities at the Library

Collection Support: This includes shelf reading, searching for missing items, searching the available holds, and assisting librarians and circulation staff with various weeding or shifting projects.

Material Processing: This entails the processing on new library materials, books, DVDs, magazines, and audiobooks or assisting with the withdrawal of library material. It could include assisting with the cleaning of the audiovisual material or books.

Computer Lab: Volunteers assist patrons using various Microsoft products, email, web browsers, troubleshooting printing and assisting with the Library's time management system known as CASSIE.

Digital Media Lab: Volunteers would assist with patrons using the 3D printer, scanner, poster printer, and various software associated with the Digital Media Lab. The Library is looking for volunteer with a strong background in using Mac or PC Computers and software that can include, QuarkExpress, Creative Cloud, Final Cut Pro and much more.

Program Assistant: The volunteer will assist with the setup and clean-up of the event space, assisting library staff with refreshments, crowd control etc. Hours vary and can include weekends and evenings.

Special Collections: Volunteers assist with various digitization, indexing, and other archiving projects.

Art Docent: Volunteer who is an art lover who will lead guided tours through the library sharing information about the various art pieces in the library and on the library grounds.

Adult Services: Volunteers to assist with exhibit installations and other various library projects.