



Sycamore Public Library
Adult Volunteer Application

Sycamore Public Library
103 E. State Street
Sycamore, Illinois 60178
815-895-2500
www.sycamorelibrary.org

About the Volunteer Program:
What are the age requirements? Adults age 19 and up are eligible.
What is the time commitment? At least 2 hours a month.

Please fill out the following information:

Date of application: _____

Name: _____ Age: _____

Address: _____

City _____ State _____ Zip _____

Phone # _____ Email (If checked regularly) _____

Emergency Contact

Name: _____ Relationship: _____

Phone # _____

What kind of computer skills do you have? Excel___ Word___ Publisher___

Access___ Internet___ Email___ Other: _____

Several of the volunteer opportunities available are repetitive. Are you comfortable doing repetitive tasks?

Yes___ No___

Are you comfortable doing repetitive tasks on a computer? Yes___ No___

Do you have a green thumb or a brown thumb? Green___ Brown___

How are your alphabetical and/or numerical skills? Fair___ Pretty Ok___ Fabulous___

Tell us briefly why you would like to volunteer at the library _____

Volunteers may not check books out to patrons or work behind the circulation desk.

I am available for Volunteer Service: (Please fill in all the days and times that apply.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

If selected to volunteer, I will abide by the following guidelines:

- I will arrange for transportation to and from the library
- I will stay in my scheduled location during scheduled hours.
- Internet use must be done on personal time.
- I will notify the Volunteer Coordinator in advance if I cannot work for some reason.
- I will put forth a positive attitude when dealing with library staff and library patrons.
- I will comply with library policies.

Please note the maximum hours below you are willing to work per week.

Maximum number of hours I am able to volunteer per week: _____

Signature of Applicant

Date

Please return this application to the Sycamore Public Library.

If you have any questions regarding this application or the Sycamore Public Library volunteer program, please contact Katie Davis, Volunteer Coordinator, at (815) 895-2500 x33.

Staff Use

Date Received: _____ Staff Initials: _____

Interview Date: _____ Assignment: _____

Assigned day and time: _____ Start date _____

Trainer: _____ Notes: _____