

# BOULDER PUBLIC LIBRARY

# VOLUNTEER PROGRAM



The library proudly hosts one of the most well-established and successful volunteer programs in Boulder County. Library volunteers contribute more than 30,000 hours of valuable service annually. Volunteer opportunities are available at the Main library and the three branches, offering positions for adults, teens, and children. With more than twenty-five placement areas to choose from, our volunteer program can accommodate your individual interests, skills and schedule. There are many options for events, short-term projects, and regular weekly positions. Volunteers can work independently, in small groups with other volunteers and staff, or directly with patrons.

We invite you to take a few moments to look through the choices described in this application folder. Find something interesting? We look forward to hearing from you!

# APPLICATION

6/06

If you're ready to volunteer, please complete this application folder and mail it to: **Volunteer Services, Boulder Public Library, P.O. Drawer H, Boulder, CO 80306.** For more information on volunteering at the Boulder Public Library in general, call **Grayson Hardman** at 303-441-3114 or e-mail [hardmang@boulder.lib.co.us](mailto:hardmang@boulder.lib.co.us)

*PLEASE PRINT*

Name \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle Initial (Optional)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Place of employment (if applicable) \_\_\_\_\_ Position \_\_\_\_\_

In case of emergency, please notify: \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**OFFICE USE ONLY:** Placement \_\_\_\_\_ Date \_\_\_\_\_

Do you have any previous library experience, volunteer or salaried?  Yes  No

If yes, please describe: \_\_\_\_\_

Please describe the skills, education, interests or training you would like to use as a volunteer: \_\_\_\_\_

Where do you prefer to work?

Main Library, 1000 Canyon Boulevard

Meadows Branch, 4800 Baseline Road

Carnegie Branch for Local History, 1125 Pine Street

At home

George Reynolds Branch, 3595 Table Mesa

No preference

Do you have insurance? (Check all that apply)  Medical  Accident  Auto

My volunteer position preferences include:

Events  Short-term Project(s)  Regular commitment

How many hours can you give (Average Time: 3 hours/week)  Weekly  Monthly

When would you prefer to volunteer? (Check all that apply)

Weekdays:  Morning  Afternoon  Evening

Weekends:  Morning  Afternoon

List any foreign languages you know (include sign language): \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Are you hoping to fulfill an educational or community service requirement with your volunteer work?

Yes  No  If yes, please describe: \_\_\_\_\_

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

Please list two references (not family members):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

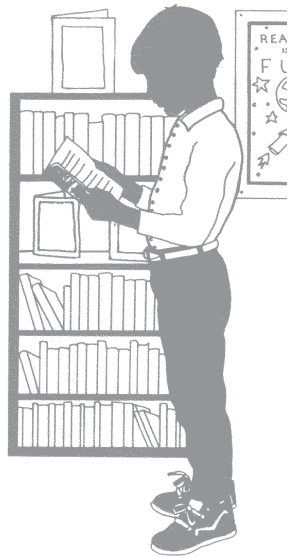
Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Following is a brief description of the volunteer opportunities offered at each of the Boulder Public Library facilities. Training is provided for all volunteer positions. Please put a check mark by any of the areas about which you would like more information.



# MAIN LIBRARY

## BOULDERREADS! ADULT LITERACY PROGRAM

- \_\_\_ Staff the tutor/student computer lab
- \_\_\_ Teach an adult to read

## BOULDER PUBLIC LIBRARY FOUNDATION

*A non-profit dedicated to raising funds for the Library*

## BOOK SALES (usually two times a year)

- \_\_\_ Help set up books for sales (Friday)
- \_\_\_ Work at book sales (Saturday and Sunday)
- \_\_\_ Donation sorting assistance

## GIFTSHOP ON THE BRIDGE

- \_\_\_ One 3-hour shift per week as clerk
- \_\_\_ Substitute availability

## CHILDREN'S

- \_\_\_ Special programs
- \_\_\_ General clerical assistance
- \_\_\_ Writing program facilitation and/or instruction
- \_\_\_ Cleaning library materials

## YOUNG ADULTS

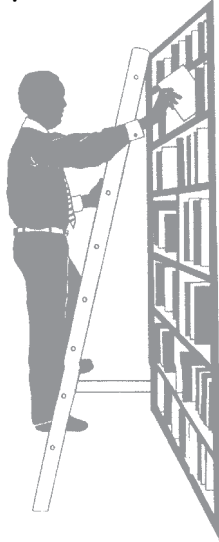
- \_\_\_ Teens can join the Young Adult Advisory Board (YAAB)
- \_\_\_ Young Adult writing program facilitation and/or instruction

## COLLECTION DEVELOPMENT

- \_\_\_ Conduct computer searches for patron-requested items
- \_\_\_ Cross-reference shelf inventory with donations

## COMMUNITY OUTREACH SERVICES

- \_\_\_ Group or individual tours, library services orientation, or computer catalog training for non-English speakers
- \_\_\_ Translation of library calendars, policies, etc.
- \_\_\_ Non-English acquisitions and cataloging materials assistance
- \_\_\_ Off-site community outreach: staff event booths, make presentations
- \_\_\_ Lead book discussion groups for new English readers
- \_\_\_ Bilingual story reading
- \_\_\_ After school tutoring



## EXHIBITIONS AND PROGRAMMING

### ART AND EDUCATION EXHIBITS

- \_\_\_ Assist with exhibit installation and removal, and gallery maintenance
- \_\_\_ Staff the Canyon Gallery during special exhibits to provide information to patrons
- \_\_\_ Staff opening receptions

### BOOK DISCUSSIONS

- \_\_\_ Serve on the Discussion Day committee
- \_\_\_ Discussion group leader
- \_\_\_ Discussion group coordination and facilitation support

### CONCERT SERIES

- \_\_\_ Stage Management: run lights and sound
- \_\_\_ Assist with concerts: program distribution, audience management

### FILM PROGRAM

- \_\_\_ Research and write program notes
- \_\_\_ Assist with screenings
- \_\_\_ Grant writing

### LECTURES/SPECIAL EVENTS

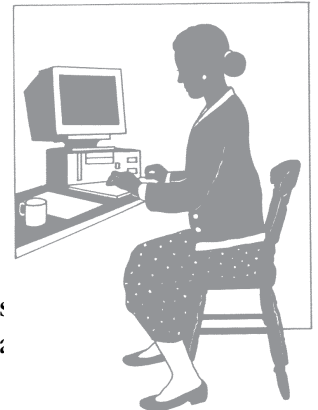
- \_\_\_ Work on planning committee
- \_\_\_ Assist at events

### PUBLICITY

- \_\_\_ Research and write press releases and other promotional materials
- \_\_\_ Distribute flyers
- \_\_\_ Maintain kiosks and display cases
- \_\_\_ Input library p.r. information on local media websites (this task can be done at home)
- \_\_\_ Input information for library website (must have html experience)

### REFERENCE & PERIODICALS

- \_\_\_ Assist Municipal Government Reference Center staff with news clippings and collection maintenance
- \_\_\_ Assist reference staff with special projects
- \_\_\_ Label and stamp new periodicals
- \_\_\_ Business reference database instruction for patrons in a small classroom setting



**TECHNICAL SERVICES**

- Typing labels
- Label and jacket new materials
- Prepare books for bindery
- Limited computer assistance

**SPECIAL POPULATIONS**

**HOMEBOUND SERVICES**

- Homebound office assistance
- Deliver books to homebound patrons
- Take book cart to nursing homes

**GRILLO HEALTH CARE INFORMATION CENTER**

- Staff the center by helping patrons identify in-house and on-line information
- Research answers to general/specific medical questions from patrons
- Assist the Center with community outreach projects
- Staff medical outreach center; must have Spanish language proficiency

**VOLUNTEER SERVICES**

- Host receptions and events
- Assist with the promotion and publicity of volunteer positions
- Semi-annual library book sale assistance

## CARNEGIE BRANCH

- Oral history project: interviewing and transcribing
- Help organize special collections
- Design displays
- Clip local history newspaper articles
- Work with historic photo collections
- Computer scanning of photo collections

## GEORGE REYNOLDS BRANCH

- Shelf library materials
- Assist with special programs and lectures
- General staff assistance
- Story hour reading

## MEADOWS BRANCH

- Shelf library materials
- Maintain displays
- Coordinate art exhibits
- Clerical assistance
- Assist with special programs
- Distribute flyers
- Help maintain flower gardens

## OTHER

If you have skills or interests not listed on this application, please feel free to discuss them with us in your personal interview. Let us know what you may be interested in: \_\_\_\_\_

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It is the policy of the City of Boulder to provide a productive work environment and not to tolerate verbal or physical conduct by an employee, customer, or member of the public that harasses, disrupts or interferes with another's performance or that creates an intimidating, hostile or offensive work environment. It is the policy of the City of Boulder to prohibit discrimination against employees or applicants for employment on the basis of race, national origin, religion, disability, pregnancy, age, military status, marital status, genetic characteristics, gender, gender identity, gender variance, or sexual orientation.

Volunteers agree that they are not employees of the City. The City shall have no obligation to pay volunteers any compensation or benefits, including, but not limited to health insurance, pension benefits, or vacations. The City shall not be obligated to cover volunteers with work's compensation or other insurance coverage. Stewards endeavor to carry adequate general liability insurance to cover activities under this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_