

**Oakmont Carnegie Library**  
**Volunteer Information Sheet**

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

**1. Personal Information**

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

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Which volunteer areas would be of interest to you?

**General**

- Shelf reading/straightening
- Landscape Maintenance (weeding etc.)

**Children's**

- Cutting out craft materials and shelving children's books, disinfecting library materials and toys, helping out with programs

**Book Store**

- Man book store retail sales
- Restocking book store (Fridays) and preparing for twice yearly large book sales

**Special Events/Art Gallery**

- To be contacted for special events support
- To work twice a month hanging and removing artwork in community gallery

**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\_\_\_\_\_)

**2. Volunteer Information**

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:

	MONDA	TUESDA	WEDNESDA	THURSDA	FRIDA	SATURDA	SUNDA
	Y	Y	Y	Y	Y	Y	Y
Morning							
Afternoon							
Evening							

All volunteer work will normally occur during regular library hours. Library hours are:

Monday 10-8 pm

Tuesday– Wednesday 10 AM – 6 PM

Thursday 10-8

Friday –12-4pm

Saturday 9 AM – 4 PM

Sundays - Closed

**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:

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### 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.