

ADULT VOLUNTEER APPLICATION

222 E. Eleven Mile Road, Royal Oak MI 48067

Name: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

I want to help with: (Check each area that applies)

Friends of the Library

- Board Member
- Donated book sorter
- Book scanner
- Friends shop
- Used book sales
- Butterfly garden

In the Library

- Local history volunteer**
- Shelf maintenance**
- Youth Program Prep/Help
- Summer Reading Program

**We are not currently recruiting for these positions, but we will keep your application on file for future openings.

LIBRARY USE ONLY

Date received: _____

Approved by HR _____

- Yes
- No

Please Note

All volunteers over the age of 18 must complete and sign the background check form (attached)

at Royal Oak Public Library!

Thank you for your interest in volunteering

POSITION DESCRIPTIONS

Friends of the Library

Board Member: Board Members plan fundraisers and other activities to support the library programs and services. Meetings take place monthly on the 3rd Monday of each month at 7pm.

Donated book sorter: Sort through donated books and media by category, determine what's sellable, recycle outdated or damaged items.

Book scanner: Use computer to determine internet salability.

Friends shop : Stocking and Sales: Stock shelves in Friends shop, organize stock. Must be able to work alone. Selling used books, media in the shop. (Shop is currently open 4 days per week ; most volunteers are scheduled for 1 or 2 shifts per month.)

Used book sales: Assist with setup and take down of book sale usually in March.

Butterfly garden: Weeding, help with planting, general garden maintenance.

In the Library

Youth program prep & help: Prepare craft materials for children's programs. Need depends on frequency and type of program. Occasionally volunteers are needed for programs.

Youth Summer Reading program: Prepare for and assist with youth programs including large events outside. Help with free book distribution in July and early August.

Local history volunteer: Organizing and filing newspaper clippings. Possible scanning of clippings for website.

Shelf maintenance: Throughout the library, makes sure the books on the shelves are neat and tidy, pushed to the left and brought to the front of the shelves. Cleaning books and shelf cleaning under books and on top of shelving units. Other collection duties as assigned.



Royal Oak
PUBLIC LIBRARY

ADULT VOLUNTEER APPLICATION

222 E. Eleven Mile Road, Royal Oak MI 48067

Volunteer openings may vary based on the needs of the Library and the Friends of the Library.
Filling out an application does not guarantee placement as a volunteer.



