 

**Canajoharie Library Volunteer Application**

Position: Library Page

To apply to a Volunteer at the Canajoharie Library, fill out this form completely and neatly. This form must be completely filled out to be considered. Hand this application in at the Front Desk. Direct any questions to the Library Assistant at 518-673-2314 X 114 or to the Reference Desk, at canlib@mvls.info. You will be notified by email if you have been selected for a volunteer interview.

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long do you intend to volunteer at the library? Please provide exact dates if known.

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Why do you want to volunteer at the library?

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**Canajoharie Library Volunteer Policy**

**Library Page Responsibilities:**

This position is an indirect service provider helping to maintain the availability of library materials by shelving books and other materials, shelf reading, and organizing materials into their proper alphabetical and/or Dewey sequence.

Answers in-person inquiries, helps patrons locate needed materials and refers patrons to appropriate staff members.

Physically lifting, pushing, and arranging the library materials weighing up to 50 pounds. Including tables, chairs, book drop bins, and carts.

**Library Page Requirements:**

Volunteers must be at least 15 years of age or older.

The volunteer application must be filled out and handed in to the Front Desk.

If your application is being considered, you will receive an email from the Librarian.

Prior to volunteering, all applicants must meet with the Librarian for a short interview.

Each volunteer is responsible for keeping track of their volunteer hours.

All volunteers are responsible for the service hours they have committed to. Volunteers must provide at least 24 hours’ notice, if they cannot attend. Call the Library Assistant at 518-673-2314 X 114. Individuals who fail to attend their volunteer hours without prior notice more than 2 times will no longer be permitted to volunteer for the library.

Each volunteer can request a confirmation of service letter at the completion of their volunteer service, which must be requested at least 1 week prior to the due date.

Resignation: Should you decide to leave the volunteer position, please notify the Librarian as soon as possible.

Personal Conduct: Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member.

The Canajoharie Library and Arkell Museum reserves the right to terminate the association between the volunteer and the library any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of the Canajoharie Library and Arkell Museum.

**Canajoharie Library Volunteer Application and Policy**

Position: Library Page

I have read, understand, and agree to abide by the Volunteer Policy. I understand that failure to adhere to the Volunteer Policy will result in my removal from the Volunteer position.

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Volunteer Signature Date

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Parent/Guardian Signature Date

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Canajoharie Library

2 Erie Blvd

Canajoharie NY 13317

P 518.673.2314

canlib@mvls.info