



MOON TOWNSHIP PUBLIC LIBRARY

VOLUNTEER INFORMATION SHEET

Name:	Date:
Address:	
Phone:	
Emergency Contact Name & Phone:	

Day you would like to work on a regular, weekly basis:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
--------	---------	-----------	----------	--------	----------	--------

Time of day you would like to work:

Morning	Afternoon	Evening
---------	-----------	---------

Please choose the kind(s) of work you are interested in doing. While we cannot guarantee that you will be assigned one of these tasks, we will make every effort to try to accommodate your preference.

- Processing and covering books (requires attention to detail!)
- Prepare crafts for storytimes (cutting, gluing, coloring, etc.)
- Book repair
- Straighten Children's section
- Dusting shelves
- Sort donated materials for the book sale
- Check computers for scrap paper, pencils / replenish bookmarks
- Holiday / seasonal decorating (usually a monthly job)