

We would like to utilize your time and skills effectively while ensuring that you enjoy your activities. Please take a few minutes to fill out this questionnaire. *Please return to the Circulation Desk at the Library.*

**TELL US ABOUT YOURSELF**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone                      e-mail                      Fax

**How often would you like to work?**

Daily    Weekly    Bi-Weekly  
 Special events/jobs (one-time projects)

**Circle days available**

M T W TH F S Sun (Museum only)  
 Morning    Afternoon    Evening

# of hours available \_\_\_\_\_

**Have you volunteered in other places?**  yes  no

**Please describe:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What past work experience would you like to bring to the Library & Museum?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have computer experience?**

yes    no

If no, would you be interested in learning?

yes    no

If yes, what programs have you used: \_\_\_\_\_  
\_\_\_\_\_

Do you have experience with the Internet?

yes    no

**What else would you like us to know about you?**  
*(use other side if needed)*

**WHAT WE NEED**

**Please check areas of interest:**

General (Library &/or Museum)

- Answering or making phone calls/taking messages
- Data entry
- Editing
- Typing/word processing/filing
- Interacting with the public
- Odd jobs, maintenance, carpentry
- Grounds work (weeding, mulching, etc.)
- Cleaning (dusting, vaccuming, etc.)
- Assisting with mailings (newsletter, events, etc.)

Programs (Library &/or Museum)

- Hospitality (refreshments)
- Publicity: design/posting of posters
- Special Events: organizing, assisting
- Photographs/videotaping of programs
- Stairwell Gallery

Library (Main & Junior)

- Book sale (processing, setting up, sales)
- Processing of books
- Reading shelves
- Computer tutoring/assistance (internet, software)
- Book repair
- Shelving books
- Magazine                       Internet searches
- Circulation desk                       Research

Junior Library

- Book discussions
- Program preparation
- Christmas sale
- Reading to children
- Crafts with children

Museum

- Greeters
- Research (indicate general interests) \_\_\_\_\_
- Children's programs (develop, implement)
- Oral histories (develop, interviews, transcripting)
- Exhibit preparation/installation assistance
- Collections Care
- Archives
- Collection data entry