

Oak Ridge Public Library

Volunteer Application

1401 Oak Ridge Turnpike
Oak Ridge, TN 37830
(865) 425-3455

Library Hours:

Main Library:

Mon – Thurs: 10:00am – 8:00pm

Fri – Sat: 10:00am – 6:00pm

Sun: 2:00pm – 6:00pm

Children's Room:

Mon – Sat: 10:00am – 6:00pm

Thank you for your interest in becoming an Oak Ridge Public Library volunteer.

We welcome potential applicants ages 14 and up. Please provide us with your contact information:

Name	
Street Address	
City / Zip Code	
Phone #	
E-Mail Address	
Library Card #	

Do you require volunteer hours for your school or other organization? If yes –

School / Organization: _____

Number of Hours Needed: _____

Deadline for Completion: _____

When a small number of hours (eight or less) is required, we can help arrange a stand-alone project to meet those requirements. Please indicate if you would like to volunteer in this way.

_____ YES. I would like to do a one or two day project to earn my volunteer hours.

_____ NO. I would prefer to volunteer on a regular schedule.

When are you available to volunteer? We schedule volunteers for 1-2 hours a week.

____ Monday mornings

____ Monday afternoons

____ Tuesday mornings

____ Tuesday afternoons

____ Wednesday mornings

____ Wednesday afternoons

____ Thursday mornings

____ Thursday afternoons

____ Friday mornings

____ Friday afternoons

____ Saturday mornings

____ Saturday afternoons

____ Sunday afternoons

Interests:

When assigned to work with the Patron Services department or in the Children’s Room, volunteers will be asked to shelve books, check and shelve AV materials, and other tasks designed with keeping the library areas organized.

I am interested in volunteering: _____ In the Main Library _____ In the Children’s Room

Sometimes, other departments require volunteer help. Examples of other areas where volunteers might be needed are listed below. Please check any that interest you.

___ Oak Ridge Room - *Weekdays only. Sample duties: index materials, assist with digital and/or local history projects*

___ Technical Services – *Weekdays only. Sample duties: process new books or AV material for public use*

___ Read Around the Room – *Main library only. Keeping shelves tidy and in order*

Person to Notify in Case of Emergency:

Name	
Primary Phone #	
Secondary Phone #	

Agreement and Signature:

I understand that if I am accepted as a volunteer, I am expected to abide by the volunteer policy as well as the Oak Ridge Public Library ground rules.

Name (printed): _____

Signature: _____

Date: _____

Before turning in this application, please make sure that your contact information is correct. **The email that you provide needs to be one that you check on a regular basis.**

We will do our best to accommodate your scheduling needs. Please understand that we have a limited number of volunteer spaces and they tend to fill quickly. If we do not have room in our volunteer schedule right now, we will contact you and let you know. We will keep your application on file and contact you when space becomes available.

For Office Use Only:

Contact Made: _____ Date of 1st Training Session: _____ Vol. Task Assignment: _____

Entered Into Database: _____ Active Date: _____