

Strasburg-Heisler Library Volunteer Application

Return to the library or email to director@strasburglibrary.org.

Name _____

Address _____

Phone _____ Date of Birth if you're under 18 _____

Email _____

Preferred contact method (text, phone, email) _____

Emergency contact name _____

Emergency contact phone _____

Days/Hours you're available _____

Briefly describe why you're interested in volunteering at Strasburg-Heisler Library

Anything else you'd like us to know? _____

Strasburg-Heisler Library Volunteer Job Description

Keep this page for your reference.

Requirements:

- A commitment of two hours a week.
- Ability to lift and carry approx. 20 pounds, bend and reach.
- Close attention to detail is critical.
- (Over 18 only) Must provide PA Child Abuse Clearances within 30 days.
<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>

Basic Tasks Include:

- Assisting staff with the basic functions of the library.
- Shelving items accurately in their proper places in the library.
- Locating specific items from the library shelves.
- Scanning items using the software application.
- Performing basic maintenance of library materials.
- Some dusting and vacuuming.

More Detailed Tasks Could Include (depending upon interest):

- Assisting patrons with computers.
- Assisting patrons with the catalog.
- Checking in materials.
- Processing materials to fill holds for patrons.
- (Over 18 only) Checking materials out to patrons.

Strasburg-Heisler Library
143 Precision Ave
Strasburg PA 17579
717-687-8969
www.strasburglibrary.org