



57 New Haven Ave., Milford, CT 06460 203-783-3290 milfordlibrary.org

TO INDIVIDUALS INTERESTED IN LIBRARY VOLUNTEER WORK

- Volunteers are expected to be able to follow oral and/or written instructions. Accuracy is more important than speed.
- When volunteers are working, visitors are not permitted. Appropriate appearance and behavior is expected during a volunteer's scheduled work time.
- The full Volunteer Policy is available online and by request.
- If you would like to be considered for volunteer work, please fill out the application as completely as possible and return it to any of the service desks. Applications will be kept on file for 6 months. The appropriate volunteer coordinator will contact you if there is an opening.

Nancy Abbey
Assistant Director
nabbey@ci.milford.ct.us
(203) 783-3307
(oversees adults for general library volunteering)

Danielle Valenzano
Young Adult Librarian
dvalenzano@milfordct.gov
(203) 701-4554
(oversees high school and middle school volunteers ages 13 and up)

Brain Station Program Coordinator
milfordbrainstation@gmail.com
(oversees adult and high school Brain Station coaches)

Applicants should keep this page.

Rev. 01/16/20



Milford Public Library Volunteer Application

Please hand in your completed application at one of the library's service desks.

Your Info:

Full Name _____ (Nickname? _____)

Phone # _____

Email _____

Street Address _____ City _____

Age (if minor) _____ Legal Guardian (if minor) _____

Referred to the library by: ___FRIEND ___SCHOOL

___COURT ___OTHER_____

Why do you want to volunteer? Why did you choose the library? _____

Total number of hours needed _____

Required completion date _____

What days and hours can you volunteer? Before noting availability, please consult library hours.

Education:

Highest Degree Completed _____

School Currently Attending _____ Grade _____

List any technology skills, special talents, or relevant experience _____

Emergency Contact Info:

Name: _____

Relationship: _____

Emergency Contact Phone #: _____

(continued on the next page)



Check the box in the area that interests you and answer additional questions:

General Library Volunteer (for adults and middle school students)



(Adults may also become a member of our active Friends of Milford Library group. Ask how!)

Volunteers are assigned schedules that usually consist of 2 hours per day for 1 – 3 days per week. Hours are assigned based upon library needs. For additional information, please consult the policy manual, located in the Reference Department.

A volunteer may work in one or more departments of the Library performing basic library maintenance routines under the direction of the Library Staff.

EXAMPLES OF GENERAL VOLUNTEER DUTIES:

- | | |
|---|---|
| Dusting shelves | Stamping edges of books |
| Cleaning books | Putting plastic covers on books |
| Putting magazines in order | Straightening chairs and putting away games |
| Putting newspapers in order | Preparing books for withdrawal |
| Collecting books left on tables, ledges, etc. | Cleaning DVDs and CDs |
| Straightening the books on the shelves | Other duties as assigned |

Teen Advisory Group Volunteer (for high school students*)



Members of TAG may earn volunteer hours by helping the YA Librarian with programs, planning, displays, etc. at our group meetings. They can be assigned extra hours as needed, and are also invited to assist at certain library events.

*Additional questions for Teen Advisory Group applicants:

Do you prefer messages via email, text (no VoIP please), or both? _____

The library provides snacks sometimes. Do you have any food allergies? _____

Brain Station Volunteer Coach (for adults and high school students**) 

The Milford Public Library is looking for session coaches in our makerspace, *The Brain Station*. Come join us and get to “play” with a number of fun things like our 3D printer, Snap Circuits, littleBits, green screen, button maker, and more. We are looking for high school students and adults who can commit to a few hours each week. Session coaches should be outgoing and enjoy demonstrating, talking, and teaching new skills to the public.

**All high school applicants must also have a current teacher, who is in a position to evaluate their suitability, sign off on this application.

Teacher’s name: _____

School: _____ Department: _____

Teacher’s signature: _____

Applicant’s Signature _____

Date _____