
BENEFITS OF BEING A VOLUNTEER AT LINCOLN LIBRARY

Although Lincoln Library benefits greatly from its volunteers, volunteering can be rewarding for the individual as well. As a library volunteer, you will be opening the doors to a world of knowledge, enjoyment, and enrichment not only for yourself but for everyone in our community. Volunteers have the opportunity to work in a friendly environment, meet new and interesting people, acquire a sense of accomplishment, and learn about Lincoln Library and all its valuable resources.

HOW DO I BECOME A VOLUNTEER?

Interested in volunteering? Simply fill out the application and return it to the address on the back of this brochure. Once we receive it, your abilities will be matched with our needs. Applications are also available at the library and on the website (lincolnlibrary.info). If you would like more information, contact our Volunteer Coordinator at 753-4900, extension 5602.

3/2017



**Become
a
Volunteer
at
Lincoln
Library**

**Lincoln Library
The Public Library of Springfield, Illinois
ATTN: Volunteer Coordinator
326 South 7th Street
Springfield, IL 62701-9943**

WHY VOLUNTEER AT LINCOLN LIBRARY?

Lincoln Library is a valuable resource for the community. Each year the library welcomes thousands of customers who check out many different items from books to audio visual materials. Our volunteers play an important role in ensuring the quality of service the library provides and are thereby instrumental to the success of Lincoln Library.

OUR VOLUNTEERS ARE INVALUABLE

Volunteers play an important role in making sure the goals of Lincoln Library are realized. Many volunteers assist with library events or work behind the scenes, sorting, filing, and shelving books. All of these jobs help to guarantee that the library runs smoothly and efficiently. Each volunteer is equally important to the library staff, and it is through the help of volunteers that Lincoln Library can provide excellent service to the community.

Lincoln Library - The Public Library of Springfield, Illinois

APPLICATION FOR VOLUNTEER SERVICE

Name: _____

Address: _____

Telephone: _____

Work / Cell: _____

Email Address: _____

Emergency Contact: _____

Physician to be contacted in an emergency: _____

Education (check highest level completed):

Elementary School

Middle School

High School / GED

College

Volunteer Experience: _____

Work Experience: _____

Special Skills / Interest:

Day	MON	TUES	WED	THUR	FRI	SAT	SUN
Times							

Please check your area of interest:

Sangamon Valley Collection

Special Projects
Process, Scan & Digitize materials

Youth Services

Shelve Fiction & Nonfiction Books & Audio Visuals

Reference Services

Shelve Nonfiction Books & Audio Visuals

Reader's Services

Shelve Fiction books & Audio Visuals

PLEASE NOTE:

- Volunteers should be at least 16 years of age, know the alphabet, how to read at an 8th grade level, and be willing to make at least a 4 to 6 month commitment.
- Fiction shelving requires strong alphabetization skills.
- Nonfiction shelving requires some knowledge of the Dewey Decimal system.
- Shelving requires some physical labor (i.e. pushing a book cart, bending and stretching to reach shelves).