

## Volunteer at the Library



Volunteers are vital to the library's success. Many of the hundreds of items we check in and shelve each day are handled by volunteers. We're looking for people age 14 and over who can make a regular commitment to shelve library materials, keep shelves organized, and participate in occasional special projects. You may click on the link below to access an application to become a library volunteer. For further information, please call Beth Meinerth at the library at (503) 656-7853, extension 3020.

Please drop off your completed applications at the library's front desk, or mail it to our Volunteer Specialist.

## Becoming a Volunteer

### Interview and Orientation

All volunteers must apply for a volunteer position through an application and interview process. Your training and job schedule will be based on the opportunities available as well as your interests and availability.

### Volunteer Program

Volunteers at West Linn Public Library are a very important part of our staff; their work helps keep the library running smoothly and efficiently. We aim to make your gift of time and talent a rewarding experience through the following goals:

- To recognize each volunteer's efforts through expressions of appreciation.
- To provide opportunities for volunteers to learn as much as possible about the organization's policies and programs.
- To place each volunteer in a position best utilizing their skills and in which they are most comfortable.
- To provide opportunity for growth and greater responsibility with helpful training and guidance.

### Expectations

In many ways, volunteers are like staff members. We expect that you will work in a manner that reflects positively on our library. As a representative of the library, you should work steadily and in a respectful manner.

### Physical Requirements

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We require that volunteers have the physical requirements necessary to properly complete tasks without staff assistance. These may include bending, squatting, reaching, pushing a cart filled with books and lifting 40 pound courier bags. If you have vision that requires eyeglasses or contact lenses, we ask that you wear these while working at the library. Please inform the Volunteer Specialist if you cannot meet these requirements.

### Volunteer Jobs

Shelving materials is the primary job for our volunteers. Other ongoing work includes book mending or cleaning, shelf reading, retrieving patron holds, edging and straightening shelves and other important library-related tasks. If you are interested in any of these areas specifically, please let the Volunteer Specialist know and training may be arranged. Occasionally, a special program or project requires the help of volunteers, and we keep a list of those willing to be called as needed.

### Supporting Documents



[Volunteer Application](#)

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