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## **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.

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## **HOW DO I BECOME A VOLUNTEER?**

Interested in volunteering? Simply fill out the application and your abilities will be matched with our needs. Applications are also available in the main Library and on our website ([www.lincolnlibrary.info](http://www.lincolnlibrary.info)). If you would like more information, contact our Volunteer Coordinator at 753-4900, extension 202.



**Become  
a  
Volunteer  
at  
Lincoln  
Library**

## 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:** \_\_\_\_\_

**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:** \_\_\_\_\_

**Days and hours available to volunteer:**

Day	MON	TUES	WED	THUR	FRI	SAT	SUN
Times							

**Please check your area of interest:**

- College Assistance Program (CAP)**  
Assist students & their families with the college admissions process
- Sangamon Valley Collection**  
Special Projects  
Process, Scan & Digitize materials
- Reference Services**  
Shelve Books & audio visuals
- Reader's Services**  
Shelve books & Audio Visuals
- Youth Services**  
Shelve books  
Assist with library events
- Technical Services**

Volunteers should be at least 16 years of age, know the alphabet, and how to read at an 8<sup>th</sup> grade level, and be willing to make at least a 4 to 6 month commitment.