

**Moniteau County Library @ Wood Place
Volunteer Information Form**

Name: _____ Phone # _____

Address: _____

Please describe briefly your reason(s) for wanting to volunteer at the library and list any previous library or other volunteer experience:

Library Staffing: Most volunteers that help staff the library work once a week or every other week for 2-4 hours at a time. Volunteers generally work at the circulation desk shelving, checking materials in and out, accepting library card applications, answering the phone, making copies, assisting with the public computer log and other tasks as time permits.

Listed below are library hours of operation.

Monday-Wednesday-Friday: 10:00-5:00p.m.

Tuesday-Thursday: 1:00-8:00 p.m.

Saturday: 9:00-1:00 p.m.

Please indicate time(s) that you would be available to volunteer

Day: _____ Time: _____

Day: _____ Time: _____

Thank you for your interest in the library!

Please note: The librarian will review this form and contact perspective volunteers when (or if) their help is needed. Volunteers will be trained by library staff based on the guidelines in the library's policy manual and in the library's privacy policy.