

## Volunteer Application

Library volunteers play an important role as partners in the library's mission of connecting people to the world of ideas and information. Library volunteer service offers a social experience and a valuable chance to help maintain library operations.

The Laconia Public Library has opportunities available for qualified and motivated individuals who would like to contribute to the community.

Are you a good fit to be a volunteer at the library? Here is a quick guide to determining if you would be a good match for our opportunities:

- Age 18 or older
- Able to work independently, with minimal direction
- Able to commit on an on-going basis (the average is weekly, 2-4 hours per week)

**Please note: we do not accept court-mandated, community service, or diversion program volunteers. We do not report to outside agencies.**

### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/Town: \_\_\_\_\_ \*Email and Phone number will only be used for library contact  
State, Zip: \_\_\_\_\_

*Both state (NH RSA 275.42-I; NH RSA 279:1X; and NH LAB 803.05 Exemption) and federal law (29 CFR 553.100-.106) state that a volunteer cannot take the place of a paid worker who is already employed by the library. It is our library's policy not to allow any volunteer to complete a task that is in a paid staff member's job description.*

To comply with that directive, volunteers for the library can expect to be asked about the following tasks.

Please indicate a preference:

- Shelf-reading (detail orientated and extremely important) \*All volunteers will be asked to complete this task  
 Obituary Indexing (big project - multiple people)

Do you have any previous volunteer experience? If yes, where: \_\_\_\_\_  
Schedule/Availability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References (please include two)

Business (Name/address/contact): \_\_\_\_\_  
\_\_\_\_\_

Personal (Name/address/contact): \_\_\_\_\_  
\_\_\_\_\_

Personal (Name/address/contact): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please schedule a meeting with our volunteer coordinator to discuss  
volunteer tasks, by emailing [aalwyn@laconialibrary.org](mailto:aalwyn@laconialibrary.org).*

695 Main Street  
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