

Dear Library User,

Thank you for expressing interest in becoming a volunteer at the Soldotna Public Library. Please read this information carefully before committing to volunteering.

Step 1—Filling out the paperwork

Potential volunteers must fill out the following documents:

- City of Soldotna Volunteer Application and Background Check Authorization Form
- Personnel Action Form

Potential volunteers will be contacted once all the paperwork has cleared.

We ask that volunteers commit to a minimum of 24 hours over a 3-month period, or roughly 2 hours per week. Volunteers will be scheduled for regular 2-3 hour shifts.

Step 2—Training

Volunteers will receive training during their first volunteer shift or during special volunteer training sessions.

Potential Volunteer Tasks & Opportunities

- Shelving and Shelf Reading—Reshelve materials and keep materials properly arranged and help to keep the shelves tidy and in order.
- Collection Maintenance—Assist with collection projects such as catalog searching, mending books and cleaning discs to promote the use and lengthen the life of the library collection, pulling materials, making and applying labels, and applying book jackets. Attention to detail is essential.
- Computer Instruction Assistance—Assist staff in working computer and device training classes.
- Program/Event Assistance—Assist staff with library programs and events.
- Volunteers may be asked to help arrange meeting rooms, appropriate materials for programs, or monitor events.