

Eureka Library  
PO Box 401  
318 Dewey Ave.  
Eureka, MT 59917  
Ph/Fax: 406-296-2613

Libby Library  
220 W. 6<sup>th</sup> St.  
Libby, MT 59923  
Ph: 406-293-2778  
Fax: 406-293-4235  
library@lincolncountylibraries.com

Troy Library  
P.O. Box 430  
207 N. 3<sup>rd</sup> St.  
Troy, MT 59935  
Ph/Fax: 406-295-4040

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## Volunteer Application Page 1

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone#: \_\_\_\_\_

E-mail address: \_\_\_\_\_

How do you prefer we contact you? \_\_\_\_\_

Person to contact in case of emergency:

Name: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Are you familiar with how books are shelved in a library?

Yes: \_\_\_\_

No: \_\_\_\_

Would you prefer:

AM? \_\_\_\_

PM? \_\_\_\_

On-Call Basis? \_\_\_\_

Date you can start: \_\_\_\_\_

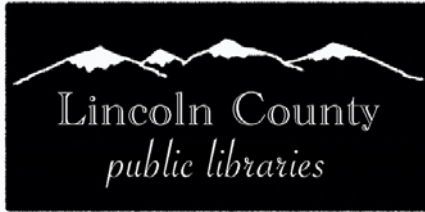
Days of the week you are available (the library is open Tuesday-Saturday): \_\_\_\_\_

Do you have any physical limitations which could restrict your volunteer activities?

No: \_\_\_\_

Yes: \_\_\_\_

If yes, please explain: \_\_\_\_\_



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## Volunteer Application Page 2

There are several types of volunteer work available at the library. We will do our best to match you with an activity that fits your interests. Below is a list of the types of work we have available.

\_\_\_ **SHELVING**

Shelving requires good alphabetization skills, an ability to organize long numbers, sometimes with multiple decimal spaces, strong attention to detail, and the physical capacity to reach up and bend down.

\_\_\_ **CLEANING**

Books and containers get dirty. Relax, have a seat, and peel stickers and clean off dirt from various items.

\_\_\_ **BOOK LABELING**

Book labeling entails using a computer to make multiple labels at a time to go on the spine of books. Attention to detail is vital with this job, as spine labels must be accurate in order to ensure materials are easy to find in the library.

\_\_\_ **BOOK WRAPPING**

Do you like wrapping presents? This may be the job for you! You will learn from one of our volunteers or staff how to wrap both paperback and hard cover books. Neatness and thoroughness are important. This position also requires incredible attention to detail, as book wrappers help to compile some of our most important statistics.

\_\_\_ **LOCAL HISTORY INDEX**

Assist the reference librarian by going through local history materials in order to index, identify, and organize materials relevant to Lincoln County's history.

\_\_\_ **SHELF READING**

If you are meticulous, this job may interest you. It's very important that books are where they are supposed to be. Shelf reading requires that you "read the shelves" to make sure books are in the correct order.

\_\_\_ **PROGRAMMING**

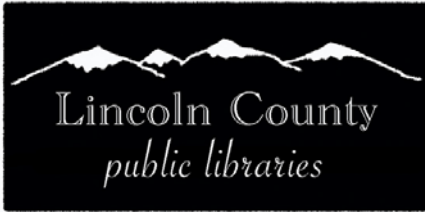
Do you have lots of ideas for interesting events to have at the library? Maybe you know people in the community that would love to share their knowledge with others? Perhaps you like creating fun activities for children? Why not help our librarians plan and implement programs that will enrich the lives of your friends and neighbors?

\_\_\_ **AUDIO/DVD CHECK**

Sometimes patrons complain about audio/visual items not working. We don't have the time to check them all, so we'd let you check instead! Watch DVDs or listen to audio books to check for trouble spots.

\_\_\_ **OTHER**

There's always something to do, so if nothing there interests you, there may be other activities available. Just ask!



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## Volunteer Application Page 3

### LINCOLN COUNTY Volunteer Information

1. Name: \_\_\_\_\_

2. Department: \_\_\_\_\_

	Fund	Dept.	Acct.	Obj.
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3. Address: \_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_

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