



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Adult Volunteer Application

Full Name: _____

Date: _____

Phone Number: _____

Email: _____

Address: _____

Occupation (current or former): _____

Are you at least 18 years old? _____

*If less than 18 years old, please contact us about our teen volunteer program.

Name of Reference: _____ **Relationship to you:** _____

Reference Phone Number: _____ **Email:** _____

*Please note that we ask all volunteers to undergo a background check. Directions will be provided at our initial meeting.

What does a volunteer at HPL do?

Volunteers are a vital and valued part of the HPL community! We're excited to invite volunteers to help with a variety of one-time projects and events. In the past, volunteers have played a key role in preparing materials for a fun teen craft, assisting with large events, cleaning toys for story time, labeling board game pieces, organizing book carts, and updating DVD labels. These opportunities arise whenever a librarian has a special project or event and needs some extra hands. (Please note that volunteers do not shelf library items.)

How will I learn about opportunities to volunteer?

If your application is accepted and you've had your informal interview, we'll add your email to our list of potential volunteers. Whenever a new volunteer opportunity comes up, you'll get an email with all the details — including the event description, date, and time. If it sparks your interest, just hit reply and let us know you're in!

How often will opportunities be available?

While we don't have a regular schedule, don't worry! As librarians plan exciting events and projects, they'll team up with HPL's Adult Volunteer Coordinator to reach out for volunteers. Be sure to check your email regularly — you never know when the next opportunity will pop up!



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How do I sign up?

To get started, simply complete this application and drop it off at the Circulation Desk or email it to HPLvolunteers@libraryweb.org. We'll follow up with you via email.

Having read the description of HPL volunteers, are you interested in volunteering for one-time projects/events? Yes No

Given that opportunities will be shared by email, do you check your email regularly? Yes No

Why are you interested in volunteering at HPL?

What special skills or experience do you have? Technology, sewing, crafting, carpentry, organizing, cleaning, customer service, etc. Please add details.