



# Friends of the Santa Fe Public Library

## VOLUNTEER APPLICATION

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

Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name & Phone of Emergency Contact: \_\_\_\_\_

Is there a specific location you prefer?

- Main                       La Farge                       Southside

Which day(s) and time(s) are you available? \_\_\_\_\_

*To volunteer for the Friends, you must be a member of the Friend of the Santa Fe Public Library.*

Are you a current member of the Friends?     Yes     No, please send me a membership form

### **Please check the volunteer tasks that are of interest to you:**

#### ***Weekly Volunteer Jobs***

- Filling/lifting/moving boxes of books:     Main     Southside
- Sort materials for Friends' bookstores:     Main     Southside
- Stock Friends' bookstores:     Main     Southside
- Staff Friends' bookstores:     Main     Southside

#### ***As Needed Volunteer Jobs***

- On-call substitute at a Friends' bookstore:     Main     Southside
- Working at Friends' book sales:     Main     Southside     La Farge
  - Setup     Sales     Take down
- Help with special fundraising events or projects
- Assist with the Friends' newsletter
- Assist with bulk mailings
- Create advertising for book sales and other events

Please describe any other way you are interested in volunteering for the Friends and/or any special skills or talents you would like to share.

- I'm interested in learning about serving on the Friends Board of Directors.

**Friends of the Santa Fe Public Library Volunteer Agreement:**

As a volunteer for of the Friends of the Santa Fe Public Library, I agree to:

- Maintain a current Friends membership.
- Follow the Friends' Volunteer Safety Guidelines.
- Represent the Friends in a cordial and friendly manner.
- Be on time for my volunteer duties.
- Arrange for a substitute or contact the Bookstore Coordinator if I cannot complete my volunteer duties.
- Remember that the Library is a workspace and respect the need for a quiet work environment.

I agree that if I am unable to fulfill the commitments as a volunteer for the Friends of the Santa Fe Library, I will give appropriate notice of resignation to the Friends Volunteer Coordinator.

- I have read and understand the Friends' Volunteer Safety Guidelines.

*Signature* \_\_\_\_\_

*Printed Name* \_\_\_\_\_

*Date* \_\_\_\_\_

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Please email this two-page Volunteer Application to <Friends@SantaFeLibraryFriends.org>

or mail to: FRIENDS OF THE SANTA FE PUBLIC LIBRARY

145 WASHINGTON AVENUE

SANTA FE, NM 87501

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Please detach and retain the following page with your copy of the Friends' Volunteer Safety Guidelines, Volunteer Agreement, and Friends' contact information

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(Note: The Friends' volunteer application is available at: <http://www.SantaFeLibraryFriends.org/Volunteer.html>)

**Please retain this page for your records.**

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**FRIENDS OF THE SANTA FE PUBLIC LIBRARY  
VOLUNTEER SAFETY GUIDELINES**

**1. DO NOT LIFT OR MOVE A HEAVY BOX OF BOOKS BY YOURSELF.**

If any box of books is too heavy for you to lift or move without straining, then do NOT try to lift or move it. Ask for someone to help you lift or move it. If no one is available, wait until later in the day or leave the box until the next shift when two people are available to lift or move it. NEVER STRAIN TO LIFT OR MOVE A BOX.

**2. DO NOT PUT HEAVY BOOKS ON HIGH SHELVES.**

All heavy books should be placed on the lowest shelf, and then the next shelf up when the lowest shelf is full. Only light books should be placed on the higher shelves. NEVER LOAD THE HIGH SHELVES WITH HEAVY BOOKS.

**3. DO NOT REACH HIGH FOR A BOOK ON A HIGH SHELF.**

If a book is on a shelf that is high for you to reach, then either ask a taller person to reach it for you or use a step ladder to reach it. NEVER REACH HIGH ABOVE YOUR HEAD TO REACH A BOOK.

**4. NEVER SET UP, MOVE, OR COLLAPSE A FOLDING TABLE BY YOURSELF.**

Always work with another person to set up, move or collapse a folding table. Do not do it yourself.

**5. ALWAYS CHECK TO BE SURE A FOLDING TABLE HAS BEEN PROPERLY SET UP BEFORE PUTTING BOOKS ON IT.**

When using folding tables, always make sure the table has been properly set up before adding books.

*The Friends want to ensure that all volunteers are working safely and in a safe environment. If you notice any condition or situation that you believe might be unsafe, please bring it immediately to our attention.*

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Friends of the Santa Fe Public Library  
145 Washington Avenue, Santa Fe, NM 87501

Friends@SantaFeLibraryFriends.org  
Volunteer@SantaFeLibraryFriends.org

Website: [www.santafelibraryfriends.org](http://www.santafelibraryfriends.org)  
Facebook: [www.facebook.com/FriendsSFeLibrary/](http://www.facebook.com/FriendsSFeLibrary/)

Southside Voicemail: 505-955-2839  
Southside Bookstore: 505-955-9832

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