

# Volunteer Application



145 Washington Avenue • Santa Fe NM 87501 • 505.955.2839 • [www.santafelibraryfriends.org](http://www.santafelibraryfriends.org)

**(If multiple people in a family, please submit a separate form for each person)**

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

**Note:** We regret that book sellers may not volunteer to help with book sales or our book stores.

Are you a current member of the Friends?

yes     no, please send me a membership form     not sure, please check

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

Name (please print): \_\_\_\_\_ Preferred Name/Nickname: \_\_\_\_\_

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

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

Preferred phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

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

**Volunteering Locations** (check all that apply):

Main     Southside     La Farge     Off-site

Which days(s) and time(s) are you available?

I am interested in the following **types** of volunteer jobs (check all that apply):

Book Store     Book Sales     Events     Other (put description below) \*

Am interested in learning about serving on the Friends Board of Directors

Do you prefer regular, ongoing volunteer opportunities or occasional, as-needed **opportunities**?

Regular and Ongoing Schedule     Occasional/As Needed     Either/Both

Are you willing and able to lift, move, and/or carry boxes of books (up to 30 lbs)?  Yes     No

Do you have special **skills** to bring to the Friends that we should be aware of (check all that apply)?

Librarian (current/former)     Teacher (current/former)     Graphic Designer

Writing/Public Relations     Marketing/Events/Public Relations     Retail Experience

Eye for detail     Bilingual (Spanish/English)

Anything else? \_\_\_\_\_

\* Other (Please elaborate if you checked "Other" above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 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 \_\_\_\_\_

**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

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

The Friends' volunteer application is also available online at:  
<http://www.SantaFeLibraryFriends.org/Volunteer.html>

**Please retain this page for your records**

### **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

Voicemail: 505-955-2839

Email: Friends@SantaFeLibraryFriends.org

Volunteer@SantaFeLibraryFriends.org

Website: [www.santafelibraryfriends.org](http://www.santafelibraryfriends.org)

Facebook: [www.facebook.com/FriendsSFeLibrary/](https://www.facebook.com/FriendsSFeLibrary/)

Instagram: <https://www.instagram.com/santafelibraryfriends/>

Twitter: <https://twitter.com/SFLibraryFrnds>

*The Friends of the Santa Fe Public Library is an independent non-profit organization whose mission is to support the public library by providing funding, advocacy, programming, services, and materials that enrich the diverse community it serves.*

*The Friends of the Santa Fe Public Library is a nonprofit organization with 501(c) (3) status.*

*All contributions are tax deductible to the extent allowed by law.*