

## Whitehall Public Library

100 Borough Park Drive  
Pittsburgh PA 15236

[www.whitehallpubliclibrary.org](http://www.whitehallpubliclibrary.org)

Phone: 412-882-6622

Email: [Whitehall@einetwork.net](mailto:Whitehall@einetwork.net)

***Hello,***

Thank you for your willingness to volunteer at the Whitehall Public Library. Volunteer contributions play a critical role in the fulfillment of our mission as the community resource for education, exploration, enrichment and enjoyment. The use of volunteer time, talent and resources helps to support staff in providing quality services to members of the community.

By becoming a library volunteer; you will join our team of dedicated volunteers who have been assisting the staff for years. Wonderful individuals have dedicated countless hours of service. Volunteers help staff with weekly activities, special projects and programs.

Below is a questionnaire that will help you decide which task(s) will best suit your interest. Please complete the survey and return it to the library, prior to your interview. During your interview we will determine your hours and responsibilities. We appreciate your interest and look forward to having you on our team. Please contact me if you have any questions (412) 882-6622.

Sincerely,

Debby Rampolla  
Volunteer Coordinator  
[rampollad@einetwork.net](mailto:rampollad@einetwork.net)

# Volunteer Questionnaire

**Whitehall Public Library**  
100 Borough Park Drive | 15236  
412-882-6622  
www.whitehallpubliclibrary.org

Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

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

1.) Our volunteers usually work about 2 - 4 hours per week. Please indicate the day(s) and time(s) you would be available to volunteer on a regular basis.

MON TUES WED THURS FRI SAT SUN - Library is only open 12-4 pm  
\_\_\_\_\_ Mornings \_\_\_\_\_ Afternoons \_\_\_\_\_ Evenings

2.) Would you like to spend your volunteer hours in the Adult Library or the Children's Library?

\_\_\_\_\_ Adult \_\_\_\_\_ Children

3.) Have you ever worked in a library? If so, please let us know what type of work you did?

\_\_\_\_\_

4.) How did you hear about volunteering at Whitehall Public Library?

\_\_\_\_\_

5.) Have you ever done volunteer work for another organization or are you presently doing so? If you have, could you tell us where and what type of work you performed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.) Please list any specific experience, skills, hobbies, or interests you have that you might wish to share with others:

\_\_\_\_\_

\_\_\_\_\_

7.) Please see other side for our list of volunteer opportunities.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Which volunteer opportunity or opportunities are you interested in? Please check all that apply.

### Weekly Activities

- Paging List** - Pull books and other library materials to be picked up and delivered.
- Adopt A Shelf** - You will be designated a section of shelves which you will regularly maintain.
- Shelving / Inspection** - Help is needed in straightening shelves and selecting face-out books. Shelve new fiction books, DVD exchange, and inspection of audio CD books. Some tasks require a considerable amount of movement and light lifting.
- Magazine and Reading Area** - Help is needed in keeping our newly decorated reading area a cozy place to relax. This job includes shelf-reading the magazines and newspapers.
- Computer Stations** - A volunteer is needed to maintain the computer stations. Job duties are dusting computers tables, sharpening pencils, and refreshing scrap paper.
- Community Bulletin Board and Brochure Racks** - Help is needed in maintaining the community bulletin board and organizing brochure racks in the lobby.
- Teen Corner** - A volunteer is needed to tidy up the teen corner, and display face-out books.
- Children's Library** - Many tasks are needed in the children's library (see attached sheet).

Special Projects/ Programs | Projects and tasks that are offered in lieu of shelving on any given day. They may include folding brochures, assembling children's crafts kits, light cleaning. Special projects are not always available. The volunteer coordinator will approach you if there are tasks which need to be done.

- Program Volunteers** - Greet patrons, set up refreshments, and distribute flyers. A volunteer is needed to attend and oversee the lunch and learn program.
- Outreach Programs** - Join the Books and Banter Team! We create a new program each month to be presented at three local assisted living facilities. The team researches different topics, creates games, crafts, puzzles and songs. The program is held the first Wednesday and Thursday afternoon of each month.
- Library Fundraisers** - Assist with special library fundraising events.
- Book Sale** - Looking for volunteers to assist with the Library's booksales.