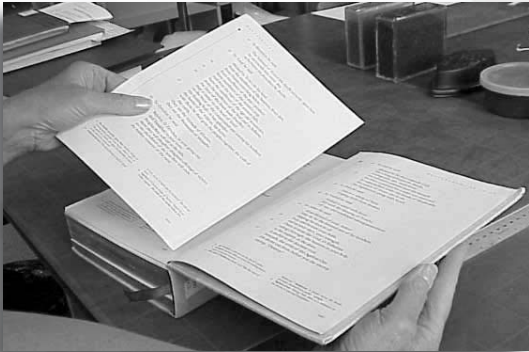


VOLUNTEER BENEFITS

Lane Libraries volunteer jobs come with a number of benefits, including:

- Fun
- Personal Growth
- Work Experience
- Job References
- Community Involvement
- Being Part of the Lane Team!



YES!

I'd like to explore the Lane Libraries' volunteer opportunities.

- Adopt-a-Shelf
- Book Sorter
- Docent/Greeter
- Materials Preparation and Maintenance
- Special Projects

At this location:

- Hamilton Fairfield
- Oxford Bookmobile

Parent's signature if age 14 - 17.

PLEASE PRINT

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (H) (____) _____

(W) (____) _____

Email: _____

Please return this form to any Lane Library or mail to:

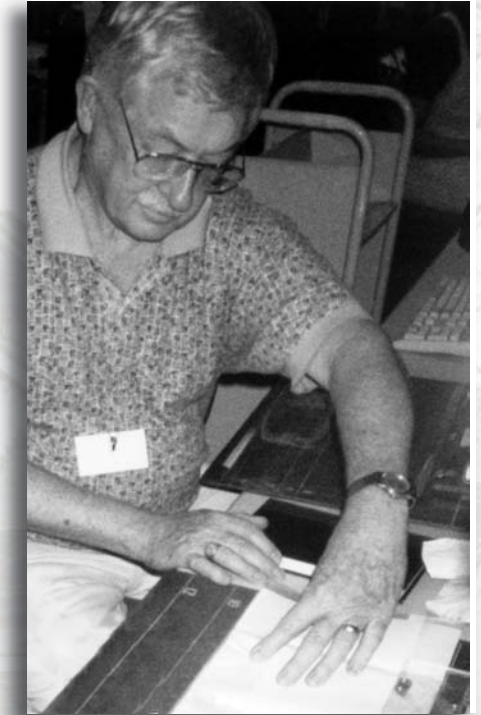
The Lane Libraries
Volunteer Coordinator
1396 University Blvd.
Hamilton, OH 45011

(513) 894-6557
Fax (513) 894-6558
Email: pr@lanepl.org

www.lanepl.org

Welcome to The Lane Libraries

VOLUNTEER P·R·O·G·R·A·M



Offering a wealth of volunteer experience for a small investment of your time.

LANE

HAMILTON • FAIRFIELD • OXFORD

VOLUNTEER WITH US AND TOGETHER WE CAN GROW

The Lane Libraries' three facilities and two Bookmobiles provide a valuable resource to our community. We need volunteers for the library who will share their love of books, language and culture, who enjoy working with the public and those who want to work with the staff to assist patrons in using the libraries' many resources.



You may volunteer at any location, at the Bookmobile office, or in the administrative offices as needed.

WE NEED YOU

Volunteers ages 14 and up are needed. This can be a great opportunity for community groups, business people or students. With our increasing Hispanic population, bilingual volunteers are also needed at all locations. Join us and make new friends. Use your talents and skills to help your neighbors "Find it at the Lane."

People Make the Difference!



VOLUNTEER OPPORTUNITIES

Needs for volunteers vary with each Lane Library location. Contact the Volunteer Coordinator at 894-6557 for availability.

ADOPT-A-SHELF

Adopt a shelf or shelves and straighten, clean and repair the materials in your care on a regular basis. Be responsible for keeping them in library classification order as well. In addition to being rewarding and important work, this is also a learning opportunity for volunteers.

BOOK SORTER

Another learning opportunity! Volunteers sort returned library materials prior to their being returned to the shelves. Sort materials by format, age level, alphabet order and Dewey Decimal number.

DOCENT/GREETER

Greet patrons as they enter the library and be on hand to direct them to areas of interest in the library or to special collections of materials. Guide visitors to various areas of service or to appropriate staff to answer their questions.

MATERIALS PREPARATION AND MAINTENANCE

Cover new books prior to their being placed in circulation. Repair and recover damaged materials. Clean and repair returned materials, including books, audio-visual materials and children's toys and puzzles. We especially need volunteers experienced in maintenance and repair of audio-visual materials.

SPECIAL PROJECTS AND EVENTS

Special Projects Volunteers will be assigned a specific project that is special in nature, requiring a short-term or one-time commitment. Special projects could include, but are not limited to:

- ♦ Boxing books for a book sale
- ♦ Stuffing envelopes, preparing mailings
- ♦ Providing directional assistance for large programs or other library events
- ♦ Assisting with room set-up and serving refreshments
- ♦ Assisting visiting authors and performers with product sales.

