

SCHEDULING VOLUNTEER TIME

The library's normal operating hours are listed below. Please determine what days and times you'd like to volunteer based on those parameters. Most of our volunteers choose to work two hours every other week, but other schedules can be arranged. Please note, however, that the library needs to place volunteers on days and times when their assistance will be most valuable to the library.

NORMAL OPERATING HOURS

Monday:	9:00 a.m. to 8:30 p.m.
Tuesday:	9:00 a.m. to 8:30 p.m.
Wednesday:	9:00 a.m. to 8:30 p.m.
Thursday:	9:00 a.m. to 5:00 p.m.
Friday:	9:00 a.m. to 5:00 p.m.
Saturday:	9:00 a.m. to 5:00 p.m.
Sunday:	CLOSED

HOLIDAY CLOSINGS

The Murrysville Community Library will be closed on the following holidays:

New Year's Eve	Fourth of July
New Year's Day	Labor Day
Good Friday	Thanksgiving
Easter Sunday	Christmas Eve
Memorial Day	Christmas Day

VOLUNTEER PROGRAM

Murrysville Community Library

4130 Sardis Road
Murrysville, PA 15668
Phone: 724-327-1102

Web Address:
www.murrysvillelibrary.org

MAKE A DIFFERENCE

The Murrysville Community Library welcomes volunteers to help the library to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy and enjoyment.

ADULT VOLUNTEERS MAY:

- Adopt-a-Shelf to help keep library material in the correct order
- Shelve returned library materials
- Process/clean library materials
- Deliver library materials to homebound patrons through the Outreach Program
- Assist at library programs and events

JUNIOR VOLUNTEERS MAY:

- Shelve returned library materials
- Assist the staff in keeping the library materials in order
- Help the Youth Services Department
- Assist at library programs and events

BENEFITS INCLUDE:

- 10-day grace period before overdue fines accrue on your library account
- Current and former Junior Volunteers wishing to apply for a paid Library Page position once reaching 16 years of age are given first consideration.

TO APPLY:

- Fill out the application form and return it to the Circulation Desk. A staff member will contact you, according to the needs of the library, to set up a training date.
- Please call **724-327-1102, x146** for more information.
- PA Criminal Background and Child Abuse clearances are required.

Murrysville Community Library Volunteer Application Form

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I would like to become a (please check box that applies):

- Adult Volunteer (Ages 18 and up)
- Long Term Junior Volunteer (Ages 14 thru 17, requires parental permission)
- Short Term Junior Volunteer (Ages 14 thru 17, requires parental permission)

If required service hours, how many hours do you need? _____

Junior Volunteer applicants only:

Birthdate: _____ School & grade level: _____

All applicants, in case of emergency please notify:

Name: _____

Phone: _____ Relationship: _____

What days/hours are you available for volunteer work?

I am willing to assist (check all that apply):

- shelving library material/straightening shelves with the Adopt-a-Shelf Program
- on special programs/projects behind the scenes Other _____

Special skills (check all that apply):

- Advanced Computer Prior library experience Other _____

Limitations (check all that apply):

- Transportation Physical Other _____