

Why Volunteer?

There are a number of reasons to volunteer with us!

- Make friends & network with people
- Gain new perspectives
- Learn new skills
- Provide valuable services
- Become involved in the community
- Make a difference
- Build your resume



Volunteer Requirements

All volunteers must:

- Be 18 years of age or older. Sometimes an exception is made for a younger volunteer provided they have demonstrated an appropriate level of responsibility.
- Fill out an application (come by the library or download it from the website).
- Demonstrate a good work ethic: show up on time, call ahead when unable to come, and work consistently & conscientiously.
- Sign in when beginning volunteering and sign out when leaving.



Huntsville Public Library

1219 13th Street
Huntsville, TX 77340
Phone: 936-291-5472
www.myhuntsvillelibrary.com

Hours:

Monday: 10:30 AM - 6 PM
Tuesday: 10:30 AM - 6 PM
Wednesday: 10:30 AM - 6 PM
Thursday: 10:30 AM - 7 PM
Friday: 10:30 AM - 6 PM
Saturday: 12 - 4 PM
Sunday: Closed

Huntsville Public Library

Volunteer Program



**One of the greatest gifts you
can give to your community
is your *time*.**

Volunteer Opportunities

Literacy

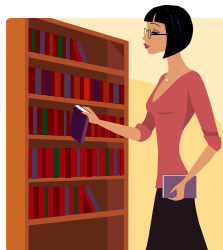
Tutors are needed to help other adults learn to read or improve English-speaking skills. A 12-hour training class is required of prospective tutors and upon completion of the training, new tutors are matched with a student. Tutors meet with students at least twice a week for one hour.

Circulation

Assist the library at the front desk by performing general customer service: check in and out materials, call customers about holds, answer basic questions, help customers find materials, and shelve books. The ideal candidate would have previous library and customer service experience and commit to at least four hours per week.

Shelving/General Help

The library is in need of a volunteer to complete various ongoing tasks as they arise. These tasks may include shelving, newspaper and magazine upkeep, filing, data entry, shifting books, book sale upkeep, and other tasks as assigned. The ideal candidate would commit to volunteering a few hours each week on a long-term basis.



Cataloging

Work in the back room with our catalogers:

- Cover & stamp books
- Prepare & attach book pockets
- Apply spine labels
- Make changes to catalog records on the computer

Attention to detail, good reading skills, and basic computer skills are desired. The ideal candidate would commit to coming in a few hours each week on a long-term basis.

Children's Dept.

Help the Children's Coordinator with preparing for weekly Story Hour and other children's programs by researching and creating crafts, assisting with book selection, creating fliers, and other tasks. We need a creative individual who is committed to ensuring that the library is sufficiently prepared for the many children's programs we offer. The ideal candidate would commit to volunteering a few hours each week on a long-term basis.

The Bottom Line

We need reliable volunteers who are willing to commit to regular work periods for an extended period of time (usually 2 to 4 hours per week for several weeks). We want the time you spend with us to be something you look forward to every week. Many of our volunteers have become our very good friends. We value and appreciate all of our volunteers' hard work!

Thank You *Mahalo* *Kiitos*
Tsch *Toda*
Gracie *Thanks*
Takk *Merci*
Gracias