Pitts Theology Library Volunteer Form

Please return this application to: Rebekah Bedard,
Pitts Theology Library • 1531 Dickey Drive • Atlanta, GA 30322 • rebekah.bedard@emory.edu http://www.pitts.emory.edu/community/friends/volunteer.cfm

Name___________________________________________________________
Address_________________________________________________________________
City___________________________________________State__________Zip________
Home Phone____________________Work Phone________________________Email_____________________

Availability (circle all that apply)
Monday Times Available: ______________________________________________
Tuesday Times Available: _____________________________________________
Wednesday Times Available: __________________________________________
Thursday Times Available: _____________________________________________
Friday Times Available: ______________________________________________
Saturday Times Available: _____________________________________________
Sunday Times Available: ______________________________________________

Work Experience (include volunteer service)

1. Last or present position______________________________________________
Employer____________________________City and State_____________________
2. Previous position___________________________________________________
Employer____________________________City and State_____________________

Education (check highest level)
□ High School □ Some College □ College degree
□ Advanced degree in _______________________________________________

Personal References (Give two references, preferably from the local community, who are not your present employer or relative)

Name ___________________________________________Daytime Phone #_________Relationship________
1. ___________________________________________Daytime Phone #_________Relationship________
2. ___________________________________________Daytime Phone #_________Relationship________

I certify that the answers contained on this application are true and complete to the best of my knowledge. My volunteer service is conditional upon completion of this application and verification of the references found on this application. I am offering my services as a volunteer. If my offer is accepted, I will not be entitled to compensation for any services I provide.

Signature________________________________________________________________Date__________________________________
Volunteer Skills/Interest Inventory
Please indicate your areas of skill (S) or interest (I).
Feel free to mark as many as applicable.

General Library Work
___ Creating descriptions of pictures in Digital Image Archive
___ Adopt-a-Shelf (Shelf Reading)
___ Book mending
___ Creating book covers for special collections
___ Reformatting envelopes for preservation (Archives & Periodicals)
___ Shelving books

Outreach Services
___ Book sale
___ Digital Image Archive promotion
___ Providing library tours

Arts/Graphics/Crafts
___ Art design
___ Exhibits
___ Calligraphy
___ Crafts

Communications/Information
___ Assisting with Friends Newsletter
___ Blogging about library exhibits/programs
___ Developing information brochure
___ Contributing to library social media

Program Support
___ Organizing special events
___ Presenting an educational program

Library Research
___ Archives/manuscripts
___ Genealogy
___ Local history
___ Opinion surveys/polling

Clerical/Office Work
___ Photocopying
___ Record Keeping

Hobbies/Interests
___ Baking
___ Digital photography
___ Subject knowledge ______________
___ Video production
___ Other
   Type__________________________

Computer Skills
___ Cataloging skills
___ Database searching
___ Data entry
___ Desktop publishing
___ Graphic design
___ Photo editing
___ Scanning
___ Web page design
___ Word processing
   Describe software you have used:
   ___________________________________
   ___________________________________
   ___________________________________