

Volunteers assist the Library Foundation & Friends in many ways. Listed below are a few of the jobs that are carried out by our volunteers. If you are interested in volunteer opportunities, please complete the form inside and mail it to:

Santa Clara City Library Foundation & Friends
Volunteer Applications
2635 Homestead Road
Santa Clara, California 95051

Book store clerk. Operates our used book store in the Central Park Library during a specified shift or as needed to fill in for others.

Internet book shipper. Assists with the shipping of used books sold through the Internet.

Internet book pricer. Researches used books to determine whether they should be sold on the Internet.

Book sorter. Sorts used books by quality and genre to ensure that they are sent to the right venue for sale.

Book sale setup assistant. Assists with the setup or closure of the monthly book sale which is held on the 3rd Friday and Saturday of each month.

Book sale monitor. Assists in keeping the book sale inventory organized throughout the sale and monitoring the crowd as they browse for books.

Book sale cashier. Determines sale amounts, collects money and makes change during the monthly book sale.

Office assistant, computer. Assists with data entry and basic spreadsheet preparation as needed.

Board committee members. Works with the Board of Directors doing individual outreach, corporate outreach, finances or volunteer support.

Santa Clara City Library Foundation & Friends

VOLUNTEER APPLICATION

Maria Daane, Executive Director
2635 Homestead Road
Santa Clara, California 95051
(408) 615-2987

Application Date: ____/____/20____

About You

First Name _____ Last Name _____

Street Address _____

City _____

State _____ Zip Code _____

Preferred Phone _____

Alternate Phone _____

E-mail Address _____

Are you a student? No Yes

Are you under 18? No Yes

Interests or Hobbies: _____

About Your Skills

Do you have any skills/experience/education that you would like to use in your volunteer work? (Many of our volunteer opportunities are in our book selling operation. We also have an occasional need for members of board committees; these typically draw on professional work experience.)

About Your Interests

Do you like meeting members of the public? Yes No

Do you like working with other people or by yourself With Others Alone

What are your goals in volunteering? _____

About Your Volunteer History

Where did you volunteer?	What Year(s)	Typical Duties

About Your Availability

Are you available to work during a regular shift?	Yes	No	
If you answered Yes above, please circle the days and put an "X" under each shift that you would be available on a weekly schedule			
Day	9 AM - Noon	1 PM - 5 PM	5 PM - 9 PM
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Would you be available to help with the monthly book sale setup or monitoring on the 3rd Friday or Saturday of each month?	Yes	No	

What Happens Next?

Please mail your application to:

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 Volunteer Applications
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 Santa Clara, California 95051

After your application is received and reviewed, you will be contacted to discuss specific volunteer opportunities in which you may be interested. Contact may be by telephone call or by e-mail.