

# Kraemer Family Library - University of Colorado at Colorado Springs

## Volunteer Service Application

1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918-3733

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Education: Highest Level \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Company with which you have health/accident insurance: \_\_\_\_\_

Are you enrolled in any programs requiring volunteer service? If so, please list: \_\_\_\_\_

### Time Available:

Number of Hours per week desired: \_\_\_\_\_

Preferred days/times: \_\_\_\_\_

Short Term (less than 6 weeks)  Long Term (more than 6 weeks)

### Work Experience (include volunteer and military service):

Last or Present Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**References: Give two references, preferably a current or former supervisor, or someone who is not a relative.**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Volunteer Preferences

### Arts/Graphics

- Arts exhibits/fairs
- Calligraphy
- Exhibit planning and/or building for display cases and other areas

### Clerical/Office Work

- Clerical (general)
- Filing
- Telephoning

### Communications

- Advertising/Marketing
- Brochure/Newsletter
- Copy writing/editing
- Photography
- Public Relations

### Computer Technology

- Computer Software
- Training
- Web Page Design

### Education

- Oral history
- Local history
- Assistive Technology (Disability) Lab
- Book talks
- Educational programming

### Financial Management

- Fund raising
- Grant/proposal writing

### Law

- Copyright/patent

### Library

- Research (general)
- Archives/manuscripts
- Photocopying/scanning of archival materials and documents
- Book/materials repair
- Surveys/polling
- Shelving books, microfilm, microfiche, visual/audio materials
- Shelf reading
- Shelf/book cleaning
- Shifting
- Book pick-up
- Inventory
- Missing/lost book search
- Bibliographic searching/verification
- Gift book organizing, verification
- Book processing
- Checking/verification of government document lists

- Loading/organizing book trucks
- Circulation assistant
- Acquisitions assistant
- Government Documents assistant
- Interlibrary Loan assistant
- Serials assistant
- E-journal management
- Packing/unpacking materials
- Map specialist
- Cataloging: contents, notes, additions
- Library database verification & cleanup
- Storage area inventory / organization

### Public Administration

- Workshop/conference planning
- Project coordinating
- Program development

### Other (Please specify):

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Why are you interested in volunteering at the Kraemer Family Library? \_\_\_\_\_

Please list any other interests, skills, education or hobbies you feel would be useful in placing you. \_\_\_\_\_

What software programs are you familiar with? \_\_\_\_\_

Do you have any physical limitations? \_\_\_\_\_

Please mail to address on front, attention Assistant to the Dean, or return application to  
Kraemer Family Library Circulation Desk.