



PHONE _____

EMAIL _____

ADDRESS _____

NAME _____

I WOULD LIKE TO become an "ADOPT -A-SHELF VOLUNTEER" - APPLICATION

Our library staff works hard to maintain orderly shelves, but with the volume of our collection things can become misplaced. We know that it is frustrating when items aren't where they should be, so we are enlisting help to make sure we do the best we can at making our materials available and easy to find for everyone.

Main Library

33 Quality Street
Trumbull, CT 06611
203-452-5197
203-452-5125 FAX

Hours:
Mondays—Thursdays 9am-8pm
Fridays & Saturdays 9am-5pm
Sundays- 1pm-5pm [Sept.—May].

Fairchild-Nichols Branch

1718 Huntington Turnpike
Trumbull, CT 06611
203-452-5196
203-452-5178 FAX

Hours:
Mondays & Wednesdays 10am-8pm
Tuesdays & Thursdays 10am-5pm
Saturdays 10am-2pm
CLOSED Fridays & Sundays



Adopt-a-Shelf



**Do you love books?
Are you a stickler for details?
Have an hour or two you can
spare every couple weeks?**

**Then consider becoming an
Adopt-a-Shelf
Volunteer**

Trumbull Library

33 Quality Street, Trumbull, CT 06611
203-452-5197
www.trumbullct-library.org

Requirements

- Meet with Library staff to learn about your chosen area for a brief orientation and training session.
- Must be able to alphabetize, and learn how to organize numerically.
- Must be detail-oriented and organized.
- Ability to work independently.
- Ability to reach top and bottom shelves, bend and stretch and comfortable lifting books and audiovisual items.
- Must be able to commit to a 3-month "adoption period" for at least 1 hour every two weeks.
- Flexible schedule.

Rewards

- Discover new authors or topics.
- Find lost books, saving library money to purchase new materials.
- Enjoy having a neat library and being an ambassador for the library.
- When every item is in its proper place, the library staff and patrons can find the materials they need.

Responsibilities



- File the items in alpha/Dewey Decimal order.
- Arrange items neatly on the shelf, pulling them forward if necessary.
- Shift materials if necessary, so that each row is easy to browse.
- Remove items that are out of place and give them to a library staff member or re-shelve them in proper location.
- Collect litter and bookmarks for disposal.

You select the day and time.

All you have to do is let a staff member know you have arrived and sign in and out on volunteer log.

___ I am at least 16 years of age.

___ I am able to lift books, bend, and reach top and bottom shelves comfortably.

___ I am willing to volunteer at least one hour every two weeks for a period of three months.

I have a preferred subject or section I would like to maintain (i.e. gardening, cooking, health, fiction, music, history, young adult materials, children's, etc.)

___ No preference

NOTE:

We cannot guarantee placement in a desired location, but will try our best to match your interests with our needs.

Return completed form to any library service desk and someone will contact you and schedule an initial interview and training session.