

ADULT VOLUNTEER APPLICATION FORM

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Email: admin@theoldlibrary.ae / adultvolunteer@theoldlibrary.ae

The Old Library takes pride in being the only library in Dubai that is fully run by Volunteers. Thanks to their steady commitment and keen sense of initiative, The Old Library has been able to keep its doors open and serve our community for over 50 years. If you feel you can offer the same we'd be delighted to have you as part of our team!

We've listed our basic requirements for Volunteers and various Volunteering Programs below, please read through them carefully and select what suits you best.

The sign-up is on the back of this form, you can sign up for just one or choose multiple options at once.

Basic Requirements for all Volunteers:

- Must be a member of the library in good standing. *(Please clear any fines if necessary!)*
- Good command of spoken English, in order to communicate well with our members.
- Enjoys reading, has a fair knowledge of books/literature.

Shift Volunteers:

Shift Volunteers are the backbone of our library community, they are the volunteers you see at the front desk once you enter. Here's what we usually expect from our shift volunteers:

- **A commitment to one shift a week throughout the year** *(not including emergencies, prior commitments or if you're on holiday)*
- **Weekday shifts are 3½ hours**, with 15 min prep time before the shift. **Weekends are 4 hours + 15 min prep.**
- Completing simple **care-taking tasks** such as shelving books, tidying the shelves and some book-covering.
- **Front desk tasks**, these are split between admin type work and taking care of our members (showing them around, explaining our rules, helping to find books, etc..).

Assistant Volunteers:

This is a good option for members who need more flexibility. Assistants help us keep on top of day-to-day tasks and ensure that our books and shelves are in order and well taken care of. They also help to guide new/prospective members around the library, or help them to find books. The basic expectations are as follows:

- **Able to come in for 1½ - 2 hours at a time.** *(No set frequency, although we would prefer at least twice a month).*
- **Help to shelve books and tidy shelves.** *(This is the main role)*
- **Repair damaged books**
- **Take care of visitors and members** by guiding them around the library & helping them to find books.

Committee/Subcommittee-only Volunteers:

Our Committees and Subcommittees take care of all 'behind-the-scenes' work. Most volunteers on Com/Subcom teams are also Shift Volunteers, which means they'd often appreciate an extra hand on deck to help keep on top of things. They see to a variety of tasks big and small, both in and out of the library. This can be a good option if you have a particular skill set you'd like to contribute, either by direct involvement or in an advisory role. Certain committees can even offer roles that allow you to help from home.

Due to the varied nature of this role, we ask applicants to email us at 'adultvolunteer@theoldlibrary.ae' if interested.

Below is a list of some of our Coms/Subcoms, a full list & further information can be given on request (via email):

- **Book Buying Subcommittees:**
 - Adult Fiction
 - Adult Non-fiction
 - Teen Fiction & Non- Fiction
 - Junior Fiction
 - Junior Non-fiction
- **Cataloguing Subcommittee**
- **Book Displays & Decoration Subcommittee**
- **Storytime Subcommittee**
- **Marketing/PR/Social Media Committee**
- **Library Website Subcommittee**

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REQUIRED FOR ALL VOLUNTEERING OPTIONS:

First Name: Surname:

Membership Number: Mobile #:

Email ID (In capitals):

Address:.....

What skills/expertise can you offer to the library? (Based on profession/education/hobbies etc...):

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FOR SHIFT VOLUNTEERING:

Please tick one or more preferred shift/s

Monday to Friday	AM shift (10 AM – 1:30 PM)	PM shift (1:30 PM – 5 PM)
Saturday	AM shift (10 AM – 2 PM)	PM shift (2 PM – 6 PM)
Sunday (12 PM – 4 PM)		

FOR ASSISTANT VOLUNTEERING:

How often do you believe you can come in? (Just a rough estimate):

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Are you available during the Summer (July-September)?

FOR COMMITTEE/SUBCOMMITTEE VOLUNTEERING:

Please email us at 'adultvolunteer@theoldlibrary.ae' if you are interested in joining a committee or subcommittee.

If you can, let us know which Com/Subcom you would be interested in so we can provide you with more information on them. You can mention just one or as many as you like.

If you're not sure about a Com/Subcom but have an idea for how you would like to contribute to the library, or if there are any scheduling requirements you feel we should be aware of, please include it in your email.

Please sign below (Required):

Signature:.....

Date:.....