

Pitts Theology Library Volunteer Application

Please return this application to: Dr. Pat Graham,
Pitts Theology Library • 505 Kilgo Circle • Atlanta, GA 30033 • libmpg@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 professional 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.	_____	_____	_____
2.	_____	_____	_____

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.

Arts/Graphics/Crafts

- Art design
- Exhibits
- Calligraphy
- Crafts
- Type _____
- _____
- _____

Clerical/Office Work

- Answering phones
- Filing
- Photocopying
- Record Keeping

Communications/Information

- Assisting with Friends Newsletter
- Blogging about library exhibits/programs
- Developing information brochure
- Maintaining library Facebook page

Program Support

- Calling Friends regarding events
- Helping with food for Wednesday Workshops
(Pick up or help serve)
- Organizing special events
- Presenting an educational program

General Library Work

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

Outreach Services

- Book sale (September)
- Digital Image Archive promotion

Library Research

- Archives/manuscripts
- Genealogy
- Local history
- Opinion surveys/polling

Hobbies/Interests

- Baking
- Carpentry
- Digital photography
- Handyman skills
- Indoor/outdoor plant care
- Sewing
- 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:

