

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!)*
- **Fluent in English**, in order to communicate well with our members and other volunteers.
- **Enjoys reading**, has a fair knowledge of books/literature.
- **Takes initiative!**

Shift Volunteers:

This is a **high commitment role**. 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)*
- **Shifts are 3½ hours**, with 15 min prep time before the shift.
- 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 & offering recommendations.

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, some in the library, some outside the library and some done remotely. Below are some of our Coms/Subcoms:

Book Buying: Sees to everything from researching what books to buy, tending to member requests, buying & cataloguing books, and keeping tabs on books in the library in need of replacement or removal.

Cataloguing: Supports our Book Buying teams, enters books into our online catalogue, labels & covers them.

Book Displays & Decoration: Makes sure the library looks fun and interesting! They also help to put up decorations for festive seasons.

Marketing/PR/Social Media: Takes care of our Social Media presence and helps to bring in new opportunities that help raise awareness about the library.

Story Time: Coordinates our beloved Storytime sessions every month, helping to bring in local authors to read to children and create a fun and educational experience.

Library Website: Ensures that all necessary information is available, up-to-date and accessible online.

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REQUIRED FOR ALL VOLUNTEERING OPTIONS:

First Name: Surname:

Membership Number: Mobile #:

Email ID (In capitals):

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

	AM shift (10 AM – 1:30 PM)	PM shift (1:30 PM – 5 PM)
For Weekday Shifts (Mon-Thurs)		
For Weekend Shifts (Sat/Sun)		

FOR ASSISTANT VOLUNTEERING:

Are you available to volunteer on weekends?

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

FOR COMMITTEE/SUBCOMMITTEE-ONLY VOLUNTEERING:

Please tick this box and we'll send you an email.

Please sign below (Required):

Signature:.....

Date:.....

What happens next?

Once you've filled out the form and handed it over/emailed it to us we will note down your details and add you to our waitlist. You will receive an email from us once you have been waitlisted. Kindly allow for at least 10 days for us to waitlist you.

Members that are waitlisted will be contacted by the Adult Volunteer Training Team whenever the library is on-boarding new volunteers. **If you are not a member with us we will be asking you to become a member before you begin volunteering.** Please note that we contact members according to their place on the waitlist, if the waitlist is long then it may take some time before we are able to contact you.

Thank you once more for your patience and support for the library, we hope to see you soon!