

The library reserves the right to limit volunteers' hours if necessary. We also reserve the right to limit the number of volunteers working at any given time.

Library Hours

Monday—Thursday: 9 a.m. to 9 p.m.
Friday & Saturday: 9 a.m. to 5 p.m.
Sunday: 12 p.m. to 4 p.m.

Closed Major Holidays



McHenry Public Library
809 N. Front St.
McHenry IL 60050
Phone: (815) 385-0036
www.mchenrylibrary.org



celebrate the
American spirit

VOLUNTEER!

**One Volunteer ...
One Hour ...
Can Make All the
Difference**



We Love Volunteers!

Thank you for your interest in becoming a volunteer for the McHenry Public Library. We appreciate the donation of your time and effort to help your library.

There are a lot of things you can help us with. Here are some examples:

- Assist staff with program preparation and promotional materials, decorations, and development of booklists.
- Dusting shelves, straightening materials, and washing puzzles and toys in the children's area.
- Shelf reading, which involves checking the order of books on designated shelves.
- Making copies, collating, folding and stuffing materials, and other miscellaneous jobs.

Please let us know if you have any special interests or skills that could be useful within the library.

Qualifications

We like our volunteers to be enthusiastic and have the desire to work in a professional environment. It helps if you know how to use a computer and the Internet, and familiarity with young people's or adult literature is a plus. Manual dexterity is required. Volunteers report to the library's Volunteer Coordinator.

Completing an Application

If you would like to be a library volunteer, please complete the enclosed application and return it to the Volunteer Coordinator. Volunteers must be at least 13 years old. Volunteers under age 18 must have a parent or guardian co-sign their application before they can start.

Volunteer Guidelines

- Once your schedule is established, please be on time.
- When you arrive, sign in the volunteer binder and put on your volunteer name badge, then check in with the Volunteer Coordinator for further instructions.
- When you are working, your friends may want to stop by and visit with you. Please dissuade them from doing this.
- Dress neatly, appropriately and comfortably for work. Jeans are acceptable if neat, clean and appropriate.
- Some of your jobs will be more enjoyable than others. All tasks are important, so please do each of your tasks as neatly and efficiently as possible.
- You do not need to be in a hurry to complete each task. We prefer that work is done carefully with a minimum of errors.
- Please feel free to ask questions of any staff member.

When you are finished with a job:

Be sure the number of hours you have worked and the task(s) you have completed are recorded on your time sheet each time you work. Initial the time sheet and have the Volunteer Coordinator initial it, too.

PLEASE return your name badge to the volunteer binder at the Circulation Desk when you leave each time.