



31 Mount St. Mary's Way  
Hooksett, NH 03106  
[www.hooksetlibrary.org](http://www.hooksetlibrary.org)

### *Adult Volunteer Application Form*

Last Name	_____	First Name	_____
Street	_____	City/State	_____
Phone	_____	Email	_____

The Hooksett Public Library uses volunteers to supplement and complement, but not to replace, the efforts of paid library staff in meeting demands for quality public service. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the library's ability to operate if a volunteer failed to report to work. The staff of the Hooksett Public Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision and recognition.

Current volunteer tasks and position descriptions. Please review position descriptions and designate tasks you are interested in:

- Hooksett Library scrapbook project [Hooksett Library Publicity Archivist Volunteer](#)
- Digitize and organize library archives [Library Digital Archivist Volunteer](#)
- Shelf reading [Materials Collection Shelf Maintenance Volunteer](#)
- Shelf read music collection [Music Collection Maintenance Volunteer](#)
- Organize town meeting minutes for binding [Town Minutes Archive Maintenance Volunteer](#)
- Book mending [Book Mending Volunteer](#)

Other volunteer service or skills you would like to provide to the library. Please note, reading to children, working the circulation desk and shelving materials are not options for volunteer tasks.

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Previous volunteer or work experience:

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Why do you want to volunteer at the HPL?

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Other skills or interests you'd like to share:

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Please list two employers, supervisors, teachers or non-relatives we may contact for a reference:

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Time commitment you are interested in:

3 Months \_\_\_\_\_ 6 Months \_\_\_\_\_ 9 Months (school year) \_\_\_\_\_  
One Year \_\_\_\_\_ Ongoing \_\_\_\_\_ Summer \_\_\_\_\_

Library hours are Monday -Wednesday 9:00 a.m.– 8:00 p.m., Thursday 11:00 a.m.-8:00 p.m.,  
Friday & Saturday 9:00 a.m. – 5:00 p.m.

Please indicate the days and times that you are available:

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

With your signature below, you are acknowledging and/or agreeing to the following terms:

- I agree to allow a New Hampshire State Police criminal history record check to be performed.
- I am aware that volunteers only supplement duties of paid employees in established positions thus, all work is assigned by the Volunteer Coordinator or immediate supervisor.
- I acknowledge that I have read and understood the Hooksett Public Library Volunteer Policy.
- By my signature below I verify that I understand the rights, responsibilities and privileges in the volunteer program and agree to hold harmless, release and indemnify the Hooksett Public Library, its officials and employees from liability for property damage and/or personal injury resulting in my participation in this program.
- I certify that the information in this application is true and complete. I understand that false statements, misrepresentations or omissions of information in this application may result in rejection of this application. The HPL is expressly authorized to investigate all statements contained in this application.
- In the event that I am selected to become a volunteer for the Hooksett Public Library, I agree to comply with all of its policies. I fully understand and agree to provide my services to the Hooksett Public Library as a volunteer in a voluntary capacity, and that I will receive no compensation or benefits for the services provided.

Signature:

Date:

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For volunteers under the age of 18, please see Youth Volunteer Application Form.