

## HOW VOLUNTEERS HELP

Volunteers are an essential part of the Joseph T. Simpson Public Library team, assisting with a number of important tasks every day.

Returning library materials to their proper location on the shelves is the primary task with which volunteers assist us. With circulation of well over half a million items annually, we couldn't manage all of the shelving without our volunteers!

### Benefits of Volunteering Include

- Meeting New People and Working as Part of a Team.
- Giving Back to the Community
- Gaining Satisfaction From Your Accomplishments
- Learning/Developing New Skills
- Increasing Both Physical and Mental Health

Joseph T. Simpson Public Library  
Volunteer Coordinator Cheryl Hobbs  
717-766-0171, ext. 228  
[chobbs@ccpa.net](mailto:chobbs@ccpa.net)

Library Director Sue Erdman  
717-766-0171, ext. 233  
[serdman@ccpa.net](mailto:serdman@ccpa.net)

Place  
Stamp  
Here

Volunteer Coordinator  
Joseph T. Simpson  
Public Library  
16 N Walnut St  
Mechanicsburg, PA 17055

# Joseph T. Simpson Public Library Volunteer Opportunities

A member of the  
Cumberland County Library System

### HOURS

MONDAY - THURSDAY	10-9
FRIDAY	10-5
SATURDAY	10-5
SUNDAY	1-5

(Changes for the summer)

SATURDAY—JULY—LABOR DAY	10-2
SUNDAY—MEMORIAL DAY	
WEEKEND—LABOR DAY	CLOSED

16 North Walnut Street  
Mechanicsburg, PA 17055  
(717) 766-0171  
[www.simpsonlibrary.org](http://www.simpsonlibrary.org)



## WHEN CAN YOU WORK?

Which days / hours are you available to volunteer? We ask that you commit to at least two hours of service per week for at least three consecutive months.

### Check all that apply:

- Weekdays  
 Saturday  
 Sunday afternoon
- Morning  
 Afternoon  
 Evening

**Special skills or talents that you feel would be of use to the library:**

The Joseph T. Simpson Public Library will consider your request and will call you within seven days.

Placements are made according to current library needs. If a vacancy is not currently available, your application will be kept on file for three months should a future vacancy occur.

Thank you for your interest in volunteering at the Joseph T. Simpson Public Library.

## APPLICATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a student? Yes No

If yes, what school do you attend?  
\_\_\_\_\_

Current Employer and Occupation:  
\_\_\_\_\_  
\_\_\_\_\_

In Case of Emergency, notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Your Signature: \_\_\_\_\_  
(If under 18, parent/guardian signature required.)

Parent/guardian signature:  
\_\_\_\_\_

## AREAS OF INTEREST

From the list below, indicate your areas of interest.

\_\_\_\_\_ **Collection Care** (Returns materials to their proper locations on the shelves. **This is the library's biggest need**)

\_\_\_\_\_ **Shelf Reading** (Maintains shelf order by "reading" the shelves to ensure they are in correct order)

\_\_\_\_\_ **Holds** (Prepares requested items for pick-up)

\_\_\_\_\_ **Bulletin Board Artist** (Creates eye-catching bulletin boards to publicize the library's programs and services)

\_\_\_\_\_ **Book Guardian** (Repairs damaged books and prepares new books)

\_\_\_\_\_ **Landscape Gardener** (Keeps the library's grounds neat; waters and trims outdoor plants)

\_\_\_\_\_ On-Call for special projects

**APPLICANTS MUST BE AT LEAST 13 YEARS OF AGE. If you are between 13 and 17 years old, a parent or guardian's signature on this application is required.**

**Recent changes to Pennsylvania law make background checks mandatory for all volunteers 18 and older.**