

Thank you for volunteering at the Lexington Public Library!

What will I be doing?

Each location has unique needs. Talk to the volunteer coordinator at your location to find out what opportunities are available.

What will I get from this?

- An opportunity to share your talents and skills.
- A chance to make new friends.
- Satisfaction from knowing that you are helping promote reading and literacy in your community.
- Experience you can put on your college, job, or scholarship application.

Attendance/Punctuality

Librarians count on volunteer assistance. If you have scheduled a shift but cannot make it or are running late, please call to notify your volunteer coordinator.

Code of Conduct

- While you are at the library, you are a representative of the library, so please act responsibly.
- Please follow all library behavior guidelines.

Dress Code

- Clothing should not expose the abdomen, chest or buttocks area.
- Footwear should be closed toed, i.e. no flip flops.
- Clothing should be free of any messages, advertising, religious, political or suggestive slogans.
- No visible tattoos.

During Your Shift

- Sign in and out for every volunteer shift. Ask your volunteer coordinator where to do this. It is important to verify your participation.
- Always wear a VOLUNTEER name tag during your shift.
- Do not bring friends, siblings, or relatives along with you.

Helpful Tips

- If you finish your task, check with your supervisor for a new assignment.
- Do your best to complete tasks correctly. If you have questions about how to do something, please ask!
- For security reasons, please do not go into the employee areas of the library without permission. Make sure that the volunteer coordinator supervising you always knows where you are and on what you are working.

Insurance

Volunteers registered with the Lexington Public Library are covered by the Library's general liability insurance. In case an accident occurs during your volunteer hours, please notify the person in charge.



You are appreciated! We value the time you give to the Library.

Volunteer Opportunities



The Friends of the Library operate a bookstore – Friends Book Cellar – in the lower level of the

Central Library. Money raised by selling books and gifts supports new and ongoing Library programs and services. Help is needed with sorting, shelving, and selling books. Call 231-5505 for more information.



Book Buddies is a free home delivery service for permanently home-bound adults. Volunteers are matched one-on-one with a customer and deliver books on a

regular basis. This is a longer-term volunteer commitment for adults over age 21. Call 231-5592 to apply.



Spellbinders Spellbinder volunteers enchant school children with wonderful

stories while supporting school curriculum. Call 231-5554 for information about the next training.

Other opportunities may be available at your local library. Each Library location has a volunteer coordinator.

Beaumont	231-5570
Central	231-5534
Eagle Creek	231-5560
Northside	231-5590
Tates Creek	231-5580
Village	231-5575
Outreach	231-5519

Library Locations & Hours

Central Library

140 East Main Street • 40507
Adult: (859) 231-5530
Children's: (859) 231-5534
Hours: M-Th: 9a-9p
F: 9a-7p Sa: 9a-5p Su: 1-6p

Beaumont Branch

3080 Fieldstone Way • 40513
(859) 231-5570
Hours: M-Th: 9:30a-9p
F: 9:30a-7p Sa: 9:30a-5p
Su: 1-6p

Eagle Creek Branch

101 N. Eagle Creek Drive • 40509
(859) 231-5560
Hours: M-Th: 9:30a-9p
F: 9:30a-7p Sa: 9:30a-5p
Su: 1-6p

Northside Branch

1733 Russell Cave Road • 40505
(859) 231-5590
Hours: M-Th: 9:30a-9p
F: 9:30a-7p Sa: 9:30a-5p
Su: 1-6p

Tates Creek Branch

3628 Walden Drive • 40517
(859) 231-5580
Hours: M-Th: 9:30a-9p
F: 9:30a-7p Sa: 9:30a-5p Su: 1-6p

Village Branch

2185 Versailles Road • 40504
(859) 231-5575
Hours: M-Th: 9:30a-9p
F: 9:30a-7p Sa: 9:30a-5p Su: 1-6p

Website: www.lexpublib.org

Become a
Volunteer
at the
Lexington
Public
Library



Lexington, Kentucky

Volunteering!

Volunteering is a rewarding way to give back to your community. I am glad you are interested in becoming a library volunteer.

Each of the library locations has unique needs. You may find that one library has a greater need for your assistance or particular skills than another. When volunteering at any library, you can learn new skills, make new friends, and get to know all of the wonderful resources available at your local public library.

Volunteer coordinators at each library will be happy to assist with information on volunteering at that library. Once you complete the application process and receive your confirmation as a volunteer, the coordinators will give you specific information regarding your volunteer assignment.

The library provides a valuable service to the community, but we need your help to make that happen. We appreciate your interest in volunteering at the Lexington Public Library. On behalf of myself, the library board and staff, and the community, thank you for your time and talent.

We'll see you in the library!

Kathleen R.T. Imhoff
Executive Director/CEO
Lexington Public Library



Some things to consider before applying:

- How much time do you want to commit to a volunteer job?
- Do you want to volunteer for a one-time special project or long term?
- What days or hours do you prefer?
- What experience do you have that would prepare you for your volunteer job?
- What are you looking for in your volunteer experience?



Things You Should Have:

- A commitment to your volunteer position
- A positive attitude
- Flexibility
- A desire to support and extend library services



Getting Started

In order to begin volunteering with the Lexington Public Library, you will:

- Interview with a volunteer coordinator
- Complete a volunteer application (A parent/guardian must sign the application if the volunteer is under the age of 18.)
- Pass a criminal background check (if 18 or older)
- Sign a Volunteer Commitment Contract (A parent/guardian must sign the contract if the volunteer is under the age of 18.)
- Be placed in a volunteer position
- Complete a Volunteer Orientation

Apply online at www.lexpublib.org/volunteer

Lexington Public Library