

## How Do I Become A Hercules Library Volunteer?

To receive a volunteer application form or for more information, go the Contra Costa County Library's homepage at [www.ccclib.org](http://www.ccclib.org) and select "Support the Library" from the drop-down menu, e-mail the Volunteer Coordinator at [slapat@ccclib.org](mailto:slapat@ccclib.org), or complete this form and return it to the address listed below. We will contact you to discuss volunteer opportunities available at the Hercules Library.

Name \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

### *Volunteer assignments that interest you:*

\_\_\_\_ Branch Volunteer Coordinator

\_\_\_\_ Books for the Homebound

### In-library Support Services:

\_\_\_\_ Collection Maintenance

\_\_\_\_ Library Greeter

\_\_\_\_ Office Support

\_\_\_\_ Public Service Support

\_\_\_\_ Shelving & Shelf-Reading

\_\_\_\_ Youth Services Assistance

\_\_\_\_ Friends Book Store

\_\_\_\_ Historian/Scrapbooker/Photographer

\_\_\_\_ Homework Help Assistance

\_\_\_\_ Internet/Computer Assistance

\_\_\_\_ Project Second Chance

\_\_\_\_ Stories To Go

\_\_\_\_ Technology For Teens in Transition

\_\_\_\_ I would like to join the Friends of the Hercules Library!

**Contra Costa County Library**

**1750 Oak Park Blvd., Pleasant Hill, CA 94523**

**(925) 927-3211**



**Hercules Library**  
109 Civic Drive  
Hercules, CA 94547



Hercules Library

## Hercules Library Volunteers: Creating the Future



**Volunteer Services  
at the  
Hercules Library**



[www.ccclib.org](http://www.ccclib.org)

# What do library volunteers do?

If you love libraries, enjoy learning new things, and can give four hours per week, we'll do our best to find the right volunteer job for you.

## Volunteer Opportunities

### Branch Volunteer Coordinator

Assist library staff with volunteer recruitment and scheduling; compile volunteer timecards; and, assist with volunteer recognition.

### Books for the Homebound

Provide a valuable outreach service by delivering library materials to homebound or convalescent home patrons.

### Friends Book Store

If you've always dreamed of working in a book store, here's your opportunity! Work with customers, maintain shelves, manage donations and do online sales research. The Friends Book Store sales support the purchase of new library books and library programs.

### Historian/Photographer/Scrapbooker

Keep a historical account of the Hercules Library by photographing programs and special events and maintaining a Hercules Library scrapbook. This job can be shared by two or more people.

### Homework Help Assistance

Provide homework assistance with math, reading, term papers or other subject areas as specified by the student. Must be proficient in assigned subject area. Fingerprinting is required.

### Internet & Computer Assistance

Assist individual patrons with basic introduction to the Internet, how to use a mouse, setting up an e-mail account, and how to search the Internet.



## In-Library Support Services

### Collection Maintenance

Keep your library in pristine condition by keeping newspapers and magazines in order; check for materials needing repair.

### Library Greeter

Greet library visitors, provide basic directional information, and instruct library users on the use of the self-check machines.

### Office Support

Provide library staff with office support by filing, distributing flyers to schools or other community agencies, posting community information on library bulletin boards, and assisting with other tasks as needed.

### Public Service Support

Assist staff with a variety of daily tasks such as opening duties, clearing the book drop, and retrieving library books or items from shelves that have been placed "on hold" by library patrons. A great job for a library sleuth!

### Shelving & Shelf-Reading

By shelving and keeping the collection in order, you perform a valuable service to library users and staff.

### Youth Services Assistance

Assist the Youth Services Librarian with crafts, programs, and the Summer Reading Program.

## Community Outreach Volunteer Programs

The Contra Costa County Library offers several community outreach programs that serve youth and adults in non-library settings. You may also choose to volunteer in one of the following programs.

### Project Second Chance Literacy Tutor

Work one-on-one with an English-speaking adult to teach reading, writing and spelling skills. Minimum age: 21 years. Call (925) 927-3250 for more information

### Stories To Go

Share the excitement of children's literature with pre-schoolers! Present storytimes to childcare classes at selected locations. Minimum age: 18 years.

### Technology for Teens in Transition

This award-winning program partners volunteers to work one-on-one with youth incarcerated in Juvenile Hall using the Internet for school projects and general surfing. Minimum age: 21 years.

## Friends of the Library

The Friends of the Hercules Library support the library with book sales and fundraisers. The proceeds enable the library to offer programs for children and adults, purchase additional library materials, computers, and furniture, and make other services available. For an annual membership fee starting at \$5.00, or by volunteering your time to the Friends of the Library, you can help support the Hercules Library.



Photo by Charles Lucke