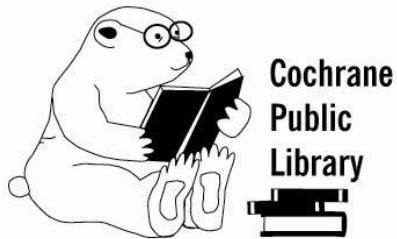


Contact us

Library Hours

Monday 10:00am—5:00pm
Tuesday 10:00am—5:00pm
Wednesday 10:00am—7:00pm
Thursday 10:00am—5:00pm
Friday 10:00am—5:00pm
Saturday 10:00am—2:00pm
Sunday CLOSED



178 4th Avenue
Cochrane, On P0L 1C0
Telephone (705) 272.-4178 Fax (705) 272-4165
E-mail: library@cochraneontario.com
www.cochranepubliclibrary.com

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

Volunteering at the Cochrane Public Library



Volunteer Appreciation Night 2014

VOLUNTEER!!!
Be a part of our team...
No library experience required!

"We make a living by what we get, but we make a life by what we give"

(Winston Churchill)

We take pride in our Volunteers!

Thank you for your interest in becoming a volunteer for the Cochrane Public Library. We appreciate the donation of your time and effort to help **your** library. We are seeking kind, caring and giving citizens to be part of our volunteer team.

Volunteer Benefits

Volunteer jobs come with a number of benefits, including:

Personal Growth

Meeting New People

Valuable Work Experience

Learning New Skills

Community Involvement

Job References

Community Hours as part of the High School Curriculum

Being Part of the Library Team!

Fun!



Acknowledgement

Every year in April, our volunteers are publicly acknowledged. Monthly we also have a Volunteer that is recognised. This evening is dedicated to our hard working helpers as we truly appreciate your services

Mission Statement

Your library provides access to information and programs that are responsive to the needs of the community of Cochrane and the surrounding area.



The library's collection available to you

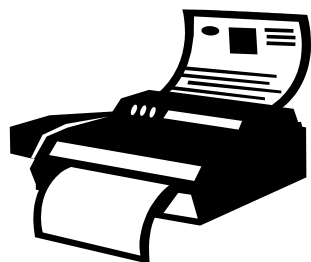
The library offers a large selection of materials for check out or for use in the library:

- Books
- eBooks
- Magazines
- Newspapers
- Videos (VHS and DVDs)
- Audio books
- Large print books
- Graphic Novels
- Pedometers
- CD ROMs
- Puzzles



Library Services

- Photocopy
- Fax
- Invigilating—\$20.00 per exam
- Meeting rooms
- Library tours
- Housebound delivery
- Computers
- Free Wireless



Volunteers play an important role in our work at the library.

We have volunteers who help with:

Reading Buddies and The Next Chapter - Assist children with their reading skills and homework. Offered throughout the school year, from September to May.



- ☞ Tuesdays 3:30-4:30 pm
- ☞ Wednesdays 3:30-4:30 pm
- ☞ Thursdays 3:30-4:30 pm



Computer Training - Teach adults basic computer skills on a one-on-one basis. Excellent knowledge of Windows, e-mail and Microsoft products is essential. 9-12 week program, 1 hour per week at volunteer's convenience. Course handouts are provided.



March Break Program - Assist staff with program preparation, promotional materials, decorations and delivery. Week of March Break.



Summer Reading Club - Assist staff with program preparation, promotional materials, decorations and delivery. Mid-June to mid-August.



Happy Hands Helpers - This group assists the library by helping with Christmas decorating, craft preparations for children's activities and aiding with other preparations.



We have volunteers who help with:

Gardening - The Cochrane Horticultural Society and Girl Guides tend to the library's beautiful flower beds so extra hands are always welcome.



Book Sale Room - Boxing, moving, sorting and organizing materials to prepare for the library book sales.



Archives/Genealogy Group - This group answers the public's reference questions regarding local history, conducts basic genealogical research, indexes newspapers and helps organize the library's archives. The group meets once a month except during the summer.



Housebound Deliveries - Volunteers are needed to deliver books to shut-in patrons within town limits, on an on-call basis (perhaps once per month). We have a number of volunteers therefore if you're not home, we simply call someone else.



Story Time - Assist staff in bringing stories to life for young listeners.

Special Events - Volunteers will be assigned a specific project that is special in nature, requiring a short-term or one-time commitment.



Qualifications

We welcome volunteers from age 13 to 113 😊 who are enthusiastic and have the desire to help out in a library environment. Being computer literate and familiar with young people's or adult literature is a plus.

Completing an Application

If you would like to be a library volunteer, please complete the enclosed application and return it to the library. Volunteers must be at least 13 years old and require parent or guardian consent, by way of their signature, if the volunteer is under 18 years of age.

Volunteer Guidelines

- Please be on time once your schedule is established.
- Sign in the volunteer binder when you arrive, then check in with library staff for further instructions.
- Personal visits are discouraged when you are working as volunteer.
- Dress neatly, appropriately and comfortably. Jeans are acceptable if neat, clean and appropriate.
- Please feel free to ask questions to any staff member.



When you are finished for the day, be sure to record your completed hours, as well as the job that was done, in the attendance binder. Initialize and have a staff member to initialize as well.