

Volunteer Information Form

Please provide the following information:

NAME:

ADDRESS:

PHONE:

Email:

EMERGENCY CONTACT:

Dear Potential Volunteer,

Volunteers are valued at the Library!

Volunteers are an important part of the Library. Volunteers help library staff accomplish some of the core tasks required to provide high-quality service. Without assistance from volunteers, library staff would not be able to achieve the same results. The Library staff works hard to make the Library a fun and rewarding place to volunteer by providing meaningful work assignments, training, ongoing support, and a respectful work environment. In turn the library seeks committed, dependable volunteers.

At Anytown Public Library, volunteers help with a number of different tasks and staff will try to match a volunteer's interests and abilities with appropriate activities. For those age 16 and under, please see our Youth Librarian for volunteer opportunities.

Please tell us why you are interested in volunteering at the Library.

Have you ever worked or volunteered in a library before? Yes No

If yes, please tell us where and the approximate time period _____

Tell us a bit about your background and skill set.

Have you ever been convicted of a felony, or do you have felony charges pending?

Yes No

If yes, please provide the charges and the date:

DAYS AVAILABLE: Shifts are normally 1-2 hours.

Monday	am	pm	Thursday	am	pm
Tuesday	am	pm	Friday	am	pm
Wednesday	am	pm	Saturday	am	

Time Commitment: We prefer an ongoing commitment. Please tell us for how long you would like to commit to a volunteer job. _____ 1 year _____ 6 months _____ School Year _____ Summer _____ Other (please specify) _____

Library work can be physical. Do you have any limitations that would restrict your ability to shelve books, push carts, perform fine motor tasks, etc.? If so, please explain:

Volunteer List of possibilities ☺ Pick top five!

- Organizing materials
- Clerical-collating, photocopying, typing
- Care of plants/gardening
- Displays or Exhibits
- Shelf reading, shelving
- Book repair & mending
- Hospitality at events
- Program support
- Computer skills
- Spine labels
- Clean, dust, vacuum, wash toys, tables, etc.
- Prepare craft materials for programs
- Join Friends of the Library
- Other _____

Please be aware the library receives more applications than there are volunteer positions to fill. We may not be able to use your services immediately, but will keep your application on file for one year.

And now for the “legalese”. We will try to keep it short. ☺

VOLUNTEER AGREEMENT

Volunteers give the library:

- Valuable knowledge
- Rich background of experience
- Enhanced public relations
- Wider community contact
- Diverse points of view

Volunteers are not compensated for their time.

Volunteers are not extended preferential treatment over other patrons in use of building, grounds, room reservations or future job opportunities.

Volunteers must receive training and attain proficiency to perform each function.

Volunteers agree to consult a library staff person with any questions or problems concerning their work.

Volunteers will always call if unable to volunteer at the scheduled time.

Volunteers will refrain from gossip and lengthy conversations of a personal nature during their shift.

Volunteers who need to change the conditions of their work or discontinue volunteering will notify the library director.

Volunteers are always under the supervision of a staff member.

Volunteers are never alone with a member of a vulnerable population.

Volunteer commitment should be of sufficient scope and duration to justify training and management.

Volunteers are guided by the same code of conduct as all staff members of the library in regards to cordial, respectful behavior to the public. Refrain from gossip.

Volunteers are responsible for maintaining confidentiality of all proprietary/privileged information of staff, patrons, commissioners and/or other volunteers. This includes contact information, records in library computers and databases, what items are read, borrowed or used by patrons.

Signature: _____ Date: _____

Parent/Guardian signature if under 18: _____

EMERGENCY MEDICAL RELEASE

I give permission to receive medical treatment to be performed by qualified medical personnel and emergency services, if needed while volunteering at the Library.

Doctor's Name & phone Number:

Signature: _____ Date: _____

Helpful Library Terms

Stacks – shelves of books in the main part of a library

Fiction – books that tell a story which is not real

Non-Fiction – books about real people / events

Biography – non-fiction works about people's lives

Help Desk – Circulation desk where items are checked out and in

Card Catalog – either a paper or automated system accessible to patrons used for finding library materials

Collections – divisions within a library that organize like items such as Large Print, Easy readers, Videos etc.

Weeding – removal of materials

Collection development – choosing which materials to include in the library collection

ILL – Interlibrary loan system for borrowing from other Vermont libraries

Shelf reading – Reviewing an area of collection for correct placement of materials

Holding – one copy of a material that the library owns

Cataloging – the precise description of each item

Classification – the precise location of each item

Hold – an item placed aside for an individual

Reserve- an item which is currently out, but will be placed aside for an individual when it returns