

Roselle Public Library District

LIBRARY VOLUNTEER APPLICATION

Name _____ Roselle Library card holder: YES _____ NO _____
Home Address _____ City & State _____ zip _____
Home phone (_____) _____ Cell phone (_____) _____
Email address _____

Are you currently employed? YES _____ NO _____

If yes, please complete: Place of Employment _____

Address _____
(street) (city) (state) (zip)

Work Phone (_____) _____

Occupation _____ How Many Years? _____

Are you currently a student? YES _____ NO _____

If yes, name of school _____

Level of school completed _____

Special skills and interests _____

Days available: (please circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times available: (please circle) Mornings Afternoons Evenings

Are you available year round: _____ YES _____ NO

If not, list months you are not available _____

When are you available to begin volunteering? _____

Emergency contact _____
(name) (relationship to you) (contact number)

Department you are interested in volunteering for: (please circle)

Circulation Reference Youth Services Maintenance Technical Services Other

Type of duties/activities you are interested in: _____

Reason for Volunteering: _____

Are you interested in applying for the VolunTEEN program? YES _____ NO _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses ? YES _____ NO _____

If yes, please describe circumstances and outcome: _____

(ALL VOLUNTEER APPLICANTS MAY BE SUBJECT TO BACKGROUND CHECKS.)

REFERENCES

Please give the names, phone numbers, and addresses of two adult persons over the age of 18, not related to you, whom you have known for at least two years.

1) Name _____ Address _____

Phone (____) _____ How long known _____ Relationship to Applicant _____

2) Name _____ Address _____

Phone (____) _____ How long known _____ Relationship to Applicant _____

I state the above information is true and accurate to the best of my knowledge. If selected, I will fulfill my duties as agreed upon between myself and the Roselle Public Library District staff. Submission of application does not guarantee acceptance or availability of hours. All requests are subject to availability.

I acknowledge that I have received and read a copy of the Roselle Public Library District Rules and Expectations and agree to abide by them.

Signature of Applicant

Date

Signature of Parent/Guardian (if Applicant is under 18 years)

Date

Signature of Library Volunteer Supervisor

Date

Signature of Executive Director

Date

Roselle Public Library District

**YOUTH VOLUNTEER
PARENTAL CONSENT FORM**

In order for your child to become a volunteer with us, we need your consent and involvement in helping them have a productive experience. Please read and sign this parental consent form if you would like the Roselle Public Library District to continue the process of considering your child as a volunteer.

Note: This Parental Consent Form must be filled out for all volunteers under the age of 18. Children under the age of 12 may not volunteer at the Roselle Public Library District without the parent or guardian on the premises.

NAME OF YOUTH VOLUNTEER: _____

I understand that my child (named above) wishes to be considered for volunteer work and I, hereby, give my permission for him/her to serve in that capacity, if accepted by the Roselle Public Library District. I understand that he/she will be provided with orientation and training necessary for the safe and responsible performance of his/her duties, and that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to the Roselle Public Library District policies and procedures. I understand that he/she will not receive monetary compensation for the services contributed.

Parent/Guardian signature: _____

Date: _____

Nature of relationship to volunteer: _____

INSTRUCTIONS FOR VOLUNTEERS

- Arrive only at the specified time set up in advance of your arrival.
- Check in with the supervisor assigned to you.
- Put a volunteer badge on, which can be found at the Circulation Desk.
- Record your check-in time and the department that you are working in on your Volunteer Record Sheet, which can be found in the Volunteer binder at the Circulation Desk.
- Report back to your supervisor and work on tasks assigned to you.
- At the end of the volunteer time that has been assigned to you, advise your supervisor that you are leaving.
- Record your check out time on your Volunteer Record Sheet.
- Return your volunteer badge.
- Exit the staff only areas of the Library.

LIBRARY RULES AND EXPECTATIONS FOR VOLUNTEERS

- Conduct yourself appropriately at all times. Our volunteers are treated with respect by our staff members, and we expect our volunteers to treat all staff members and patrons with respect.
- Show up on time.
- Dress appropriately. Anyone showing up for volunteering dressed in offensive or inappropriate attire, as deemed by your supervisor, will be sent home.
- Information acquired at the Library during your volunteer hours is confidential.
- Perform your duties to the best of your ability.
- Please call your supervisor if you will be late or absent. Leave a message if your supervisor is unavailable.
- Volunteers under the age of 16 are not allowed to work between 7:00 p.m. and 7:00 a.m. during the school year.
- Volunteers under the age of 16 are not allowed to use the paper cutter, Ellison equipment, exacto knives, or other tools which pose a danger to the volunteer.
- Volunteers are to be supervised at all times.
- Volunteers must wear a volunteer badge at all times.
- Volunteers must check in with their supervisor before beginning their volunteer time.
- Volunteers must inform their supervisor that they have completed their hours for the day.
- Adult volunteers must be supervised in non-public areas of the Library during scheduled supervised hours.
- Volunteers under the age of 18 must be accompanied by a staff member when in non-public areas.
- No volunteers are allowed in non-public areas of the Library when they are not scheduled to volunteer.