



# **VOLUNTEER INFORMATION**



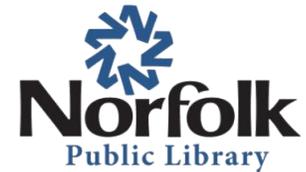
## **THANK YOU FOR YOUR INTEREST IN VOLUNTEERING AT NPL!**

Please review all the information in this packet, including reading our volunteer policy.

Return the completed application and waiver forms to the library.

The library will review your application and will follow up with further information and instructions using the contact information you provide on your application.

# NORFOLK PUBLIC LIBRARY VOLUNTEER POLICY



Anyone wishing to volunteer at the Norfolk Public Library must complete a Library Volunteer Application and Waiver of Liability form. For certain volunteer jobs, a background check may also be required. If a background check is required, it will be noted on the volunteer job description.

Volunteers must be at least 14 years old. Volunteers under age 19 must have a parent or guardian signature on the Library Volunteer Application and Waiver of Liability Form.

Volunteers must be able to follow verbal and/or written instructions, have the skills commensurate with the assigned job duties, be willing to abide by library rules, commit to a regular schedule, and be willing to perform all work as assigned by the volunteer's supervisor.

Volunteers are selected based on their qualifications in relation to the volunteer job sought, the availability of open volunteer positions, and on their ability to commit to the needed hours of the desired position. If there are no open or appropriate positions available for an applicant, the application form will be kept on file for a period of one year. Applicants will be notified if a position opens up that matches their interests and qualifications.

All volunteer positions are for a term of no longer than one year. Following the completion of the year, the volunteer may potentially renew their term. Renewal of a term depends on several factors, including any changing needs of the library, requests from other qualified individuals who would like to serve a term, and the success of the relationship between the current volunteer and the library. The library reserves the right to dismiss the services of any volunteer.

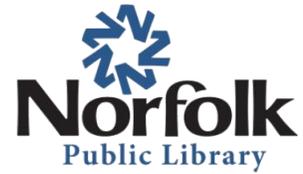
Individual work schedules and specific time commitments will be mutually arranged in advance the by the volunteer, volunteer coordinator, and/or the volunteer's supervisor.

Volunteers are responsible for maintaining the confidentiality of all library information and library patron records, especially regarding any person's use of the library and library materials. Failure to maintain confidentiality will result in immediate dismissal.

Volunteers are recognized by the public as representatives of the library and should conduct themselves appropriately, including, but not limited to, adhering to a business casual dress code and reflecting a positive customer service attitude towards all library patrons. Volunteers must wear a badge that identifies them as a volunteer while they are volunteering. Volunteers must abide by all library policies.

# VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering at NPL!



Today's Date: \_\_\_\_\_

| Personal & Contact Information                                                                      |  |
|-----------------------------------------------------------------------------------------------------|--|
| Name                                                                                                |  |
| Street Address, City, Zip                                                                           |  |
| Phone                                                                                               |  |
| Email Address                                                                                       |  |
| Volunteers must be at least 14 years of age. If between ages 14-18, a parent signature is required. |  |
| Age (ONLY if under 19)                                                                              |  |
| Parent/Guardian Signature (ONLY if under 19)                                                        |  |

| Availability                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please list the times you are available to volunteer each day. If you are not available on a certain day, please leave it blank. The library's open hours are provided in parentheses. Volunteer hours are not available on Sundays. |  |
| Monday (9am-8pm)                                                                                                                                                                                                                     |  |
| Tuesday (9am-8pm)                                                                                                                                                                                                                    |  |
| Wednesday (9am-8pm)                                                                                                                                                                                                                  |  |
| Thursday (9am-8pm)                                                                                                                                                                                                                   |  |
| Friday (9am-5pm)                                                                                                                                                                                                                     |  |
| Saturday (9am-5pm)                                                                                                                                                                                                                   |  |
| Other comments                                                                                                                                                                                                                       |  |

| Purpose                                                                                                                                                                                  |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Are you interested in applying for a year-long volunteer position, or are you looking for short-term volunteer hours to fulfill a requirement for a class, court, etc? Please check one. |                                               |
| <input type="checkbox"/> Year-Long Volunteer                                                                                                                                             | <input type="checkbox"/> Short-Term Volunteer |
|                                                                                                                                                                                          | If short-term, how many hours do you need?    |
|                                                                                                                                                                                          |                                               |
|                                                                                                                                                                                          | When do you need to have the hours completed? |
|                                                                                                                                                                                          |                                               |

| Potential Volunteer Jobs                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please check all jobs which spark your interest. **Please note that "Building Care" is the only job that does not require significant training time and is the job assigned to those looking for short-term opportunities unless they have prior library experience.** |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                        | <p><u>Building Care</u> – picks up trash inside and outside building, returns loose books to Service Desk, washes windows, dusts shelves, cleans tabletops, sharpens pencils, and fills scratch paper by catalog computers</p> <ul style="list-style-type: none"> <li>• Total Positions Available: 1</li> <li>• Training Time: 30 minutes</li> <li>• Recommended time commitment: 1-2 hours/week</li> </ul>                                                        |
|                                                                                                                                                                                                                                                                        | <p><u>Collection Caretaker</u> – shelf-reads a collection to ensure items are in the correct place, straightens, dusts, and fills display easels in the chosen/assigned section of the library</p> <ul style="list-style-type: none"> <li>• Total Positions Available: 3 – Adult Books, Children’s &amp; Young Adult Books, and Media (DVDs, CDs, Games, etc.)</li> <li>• Training Time: 2 hours</li> <li>• Recommended time commitment: 1-2 hours/week</li> </ul> |
|                                                                                                                                                                                                                                                                        | <p><u>Page/Shelver</u> – shelves returned items to their proper location in the library collection</p> <ul style="list-style-type: none"> <li>• Total Positions Available : 1</li> <li>• Training Time: 10 hours</li> <li>• Recommended time commitment: 1-2 hours/week</li> </ul>                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                        | <p><u>Other</u> – Is there is another skill or talent you would like to share with the library through volunteer work? Please list below. Possibilities including hosting programs or classes, helping in the MakerSpace, gardening, etc.</p>                                                                                                                                                                                                                      |

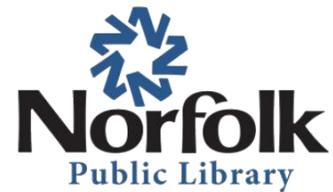
Please tell us about any special skills, qualifications, previous library experience, previous volunteer work you have done, or anything else you would like us to know. (Attach an extra sheet if needed.)

| Please list two references. These can be a current employer, teacher, coach, co-worker, etc. |              |                |
|----------------------------------------------------------------------------------------------|--------------|----------------|
| Name                                                                                         | Relationship | Phone or Email |
|                                                                                              |              |                |
|                                                                                              |              |                |

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Signature Date

# WAIVER AND RELEASE OF LIABILITY FOR VOLUNTEERS



- I fully understand the nature of volunteering at the library and on the surrounding grounds, and I waive and release and agree to hold harmless Norfolk Public Library, the Citizens Library Advisory Board, the City of Norfolk, and any of its agents, employees, officers, council members, and sponsors for any and all rights and claims for any injuries, damages or costs which may arise from or be related to such activity. This includes personal injury, death, or property damage suffered by me, or that I may cause to others as a result of my participation in this activity.
  
- I have read and clearly understand the above statement. I realize this is a contract between myself and Norfolk Public Library and is a waiver and release of liability. I sign it of my own free will.

*Parent or Guardian signature required if volunteer is under the age of 19.*

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Name of Volunteer (Printed)

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Volunteer Signature

Date

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Parent/Guardian Signature (if volunteer is under 19)

Date

## Emergency Contact Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_