

# THREE RIVERS PUBLIC LIBRARY

— READ. LEARN. DREAM. —

## Adult Volunteer Application

The Three Rivers Public Library offers a variety of volunteer opportunities for adults. Opportunities range from one-time special events to regular shifts.

Volunteers must apply to be a part of the program. Please fill out the application below to be considered for volunteering at the library.

**\*We do not currently offer volunteer opportunities to individuals seeking court-ordered community service.\***

Before filling out the Adult Volunteer Application, please read over the Volunteer Policy.

### Adult Volunteer Information

Name: \_\_\_\_\_

Preferred to be called (Nickname): \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Have you ever been convicted of an offense, other than minor traffic violations?  Yes  No  
Convictions are not an automatic bar to volunteer placement but are reviewed in relation to the duties you might perform. This information will be used only for volunteer-related purposes and only to the extent permitted by law. We do not currently offer volunteer opportunities to individuals seeking court-ordered community service. If Yes, Please provide details and include charge, date, location, court, and disposition of case.

### Emergency Contact Information

\_\_\_\_\_  
Name Relationship Phone

\_\_\_\_\_  
Name Relationship Phone

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer Interests & Skills:

Please select any applicable skills:

Computers  Internet  Word

Excel  Bi-lingual: \_\_\_\_\_

Special interests/Skills that may help us match you to the best volunteer assignment: \_\_\_\_\_

Why do you want to volunteer at the Three Rivers Public Library?

What special interests and/or skills do you have that may help us match you with the best volunteer assignment?

Highest grade completed? \_\_\_\_\_ College/Graduate School (degrees completed): \_\_\_\_\_

What is your current and/or former occupation:

Employer:

Are you a student?  Yes  No

If yes, which school do you attend?

Please provide a reference:  Personal  Professional

Name (First and last) \_\_\_\_\_ Phone: \_\_\_\_\_

Efforts will be made to reasonably accommodate volunteers with disabilities.

Please specify what accommodation(s) you are requesting:

How did you hear about the volunteer programs at the Three Rivers Public Library?

Friend/Family member  Library staff member  Library website  Library Facebook page

Other: \_\_\_\_\_

## Volunteer Handbook and Consent Forms

Please print and sign the Volunteer Handbook and Consent Forms. You must sign the consent forms in the Volunteer Handbook and return them to the Three Rivers Public Library. You can either email them to [ezabonick@threeriverslibrary.org](mailto:ezabonick@threeriverslibrary.org) or drop them off at any service desk. Once you turn them in and have been approved, a staff member will contact you with more information about how to sign up for volunteer shifts.

**TRPL**

**Adult Volunteer**

**Handbook**

## **Welcome!**

**On behalf of the Three Rivers Public Library, I would like to thank you for your commitment to volunteering for us. In order for our library to run smoothly, we rely on the hard work provided by volunteers to help us in our daily tasks as well as helping out with programs and special events.**

**The TRPL offers occasional opportunities for volunteer work. Library volunteers complement but do not replace the work of Library staff. This is a great chance to give back to the community. Beyond summer volunteer opportunities, the TRPL needs volunteers during the school year. In addition, we offer many free programs for adults! Learn more about what we offer in our newsletter, by asking any staff member, or by visiting us online:**

- [www.threeriverslibrary.org](http://www.threeriverslibrary.org)
- [Facebook.com/ThreeRiversPublicLibrary](https://www.facebook.com/ThreeRiversPublicLibrary)

**If you ever have any questions or concerns, please do not hesitate to call me at (269) 273-8666 ext. 200 or send me a message via email at [ezabonick@threeriverslibrary.org](mailto:ezabonick@threeriverslibrary.org).**

**I look forward to working with you!**

**Sincerely,**

**Erin Zabonick**

**Asst. Director and Adult Librarian**

## **EXPECTATIONS AND RULES**

**When you sign up to volunteer at the library, you make a commitment to follow all of the expectations and rules outlined in this handbook in addition to the library policies that all patrons follow.**

**Everyone who volunteers at the library is expected to act in a cooperative and respectful manner toward each other, library staff, and library patrons. Volunteers must follow the Patron Behavior Policy (found on our website). Conduct that is disruptive will not be tolerated. Anyone engaging in such conduct will be asked to leave and guardians will be contacted.**

**Non-negotiable behaviors that lead to expulsion from the library include:**

- **Use or possession of illegal drugs, tobacco, or alcohol;**
- **Disrespectful behavior to other volunteers, library staff, or library patrons;**
- **Leaving the library building or program site without permission from a volunteer supervisor.**

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**Volunteers will be working in public areas, so you are expected to carry yourself in a professional manner at all times. Our dress code is casual, however please keep in mind that the following may not be permitted:**

- **Ripped or stained clothing;**
- **Clothing with offensive language or displays of alcohol/tobacco/illegal drugs;**
- **Excessively short, tight, or revealing clothing;**
- **Excessively loose fitting clothing;**
- **Exposed midriff tops.**

**You will be notified if your volunteer task requires clothes that can get messy (for example, painting props for programs, helping with the garden, etc.) It is also advised that you wear closed-toed shoes at all times. A cart of books is very HEAVY and may cause damage to your toes if you roll over them.**

**Good personal hygiene and personal habits are also very important. This includes taking care to avoid body odor and making sure oral hygiene is maintained. Also avoid strong colognes, perfumes, or lotions.**

**You may carry a cell phone with you, but must refrain from using it while undertaking your volunteer duties. If you need to make an emergency call you**

**must check with your supervisor or another library staff member. All calls must be placed/taken out of public view.**

**You may bring personal items (such as a purse or bag) with you to your shift. However, there is not a guaranteed place for you to store your items. Please consider leaving any non-essential items at home. The library is not responsible for loss or theft of any personal items.**

**You should arrive on time for your shifts. Many volunteer opportunities involve programs that the public will be attending, and as such, have a specific start time. We don't want to keep our patrons waiting!**

**MOST IMPORTANTLY: You should only sign up for shifts that you can DEFINITELY attend. If you have taken a spot that you can't come to, another volunteer is missing out on that opportunity. If you are tardy, cancel frequently, or don't show up for a shift, you may be asked to leave the volunteer program.**

## **TASKS AND DUTIES**

**Below are some of the tasks and duties that you may be assigned while volunteering at the TRPL:**

### **Library-Run Summer Reading Program (SRP) –**

- **Volunteers may help prepare materials for the summer reading program. This will include preparing prize bags, registering patrons for various SRP activities, handing out prizes, etc. During slow times, volunteers may be asked to perform activities under Circulation Duties.**
- **Volunteers may also assist library staff in the running of SRP activities and events, such as preschool story time, school age programs, and all-ages performances. Duties may include room set up, helping children with crafts, serving snacks, and clean up. During slow times, volunteers may be asked to perform activities listed under Circulation Duties.**

### **Circulation Duties**

- **Materials maintenance – Volunteers may spend time shelf reading the call numbers of materials in the library's collection to ensure its correct order. They may also spend time straightening the materials they have shelf read. Volunteers may also be asked to apply labels and stickers to books, empty the book drop, shelve materials, look for missing items, etc.**
- **Prepare materials for programs and displays – Volunteers may prepare materials for upcoming programs. Such duties may include: Cutting out shapes, using the die-cutter, folding pamphlets, photocopying, etc.**

- **Office Work – Volunteers may spend time working on various projects, such as data entry, shredding, filing, etc. Volunteers may be asked to make sure there is an adequate amount of scrap paper and golf pencils near the TRPL terminals and at the public computer stations, refilling if necessary. Students may cut scrap paper using a paper cutter.**
- **Cleaning – Volunteers may use a duster to wipe down all surfaces in the library. They may also be responsible for other special cleaning projects. Volunteers will be provided with gloves if using cleaning chemicals.**

## **HOW TO PICK YOUR SHIFTS**

**To sign up for volunteer shifts, you will first need to have to fill out the attached form. You can either email it back to me or drop it off at the front desk in the library. This form only needs to be filled out once and will be kept on file.**

**Once you return the completed form to me, I will contact you to set up a training session. Once you've been trained, you will be contacted whenever volunteer opportunities arise. If you would like to volunteer on a regular basis, you may contact me via phone or email to set up a shift. Please allow some time for me to answer you as I am not at work every day and there may be a delay between the time you contact me and when/if I am able to confirm that you may come in for a shift (for example, if you contact me on Sunday and I am not able to address your email until Tuesday).**

**Please be sure that the email you provide is one checked frequently!**

**Don't be discouraged if all of the shifts are taken or there is not a shift that works with your schedule. We add programs throughout the year and you will always be notified of upcoming volunteer opportunities.**

**I look forward to working with you!**

**Be sure to complete the final two pages of this handbook and turn them in.**

## SIGN & RETURN TO THE THREE RIVERS LIBRARY

Drop off in person at the front desk, to me, or email it to ezabonick@threeriverslibrary.org.

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### Three Rivers Public Library Volunteer Contract

I have read the TRPL Volunteer Handbook. I have shared the information found in this handbook with a parent/guardian. I will abide by all of the rules and regulations set out in this handbook. I will come to all of the shifts that I have signed up for. If for some reason I cannot make it to one of the shifts that I signed up for, I will contact one of my fellow volunteers to see if they can cover my shift. If no one can cover my shift, I will contact the Three Rivers Public Library, at least 24 hours in advance, or as soon as possible. I understand that if I frequently cancel volunteer shifts, the rest of my scheduled shifts may be cancelled and no credit may be awarded for shifts worked. If I have any questions or concerns I will contact, Erin Zabonick, or another staff member of the TRPL, immediately.

By signing below I understand:

- That the TRPL reserves the right to screen volunteers and to accept or reject any offer to serve as a volunteer member of the Library staff;
- That I may be placed in specific locations and positions based on the needs of the library;
- That I may be subject to a background check;
- That my volunteer service may end at any time for any reason with or without cause and with or without notice;
- That the library has a privacy policy to protect those that use it and that volunteers will keep information about Library patrons in complete confidence. Volunteers accept this information only in the course of performing volunteer assignments.
- That if I am accepted as a volunteer, I will perform all duties on a voluntary basis, of my own free will, and I will not receive payment of any kind for my work;
- That as a volunteer, I will not be an employee of the Library.

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Volunteer Signature

Date

Print Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Print Email Address: \_\_\_\_\_



I request the chance to volunteer at the Three Rivers Public Library. I fully understand the nature of the activities described above and the risk of injury or loss of property associated with the activity. By signing, I release the Three Rivers Public Library and its employees from any claims made by me should injury or loss of property occur as a result of my participation.

I certify that all answers provided to questions on this application are true and complete. I understand that falsification of this application may result in my disqualification from volunteer activities. I authorize Three Rivers Public Library to make any inquiries about and receive any information about my suitability for volunteer work, including conducting a criminal background check. I give permission to persons contacted to provide such information. I forever waive, release, and covenant not to sue any person or organization for any result providing, obtaining, or acting upon such information. I understand that such information is sought with confidentiality, and I will not request copies of such information. A copy of this authorization shall be as effective as the original. I further understand that there is no compensation for volunteer services, nor will subsidies be paid for transportation, meals, etc. nor will volunteer service lead to employment with the Three Rivers Public Library.

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Applicant Signature

Date

Print Name of Applicant: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ Name: \_\_\_\_\_

2nd Emergency Number: \_\_\_\_\_ Name: \_\_\_\_\_