<u>Library of The Chathams</u>
Volunteer Application
June 5, 2023

Name: _____   Date: _____

Street: _____   City _____

Telephone: _____   E-Mail: _____

In case of emergency, please contact: _____   Phone: _____

Are you: _____ 18 years of age or older   _____ Under 18 years of age

Are you available every day, every week, occasionally, monthly? _____

If you are available on particular day(s) and/or time(s), please specify here (i.e., Mondays from 10-12):

_____

What would you prefer to do at the library? Please check all that apply:
_____ Collection management (inventory or ordering books on shelves)
_____ Computer input (typing, scanning)
_____ Shelve books
_____ Book repair, other technical tasks
_____ Administrative work (mailings, filing)
_____ Children's programs
_____ Program docent
_____ Other (please specify): _____

Please list any special training, experience, computer qualifications:

_____

_____

Please list any health restrictions:

_____
(Please turn over)

Please list three references who are not related to you:

Name: _____ Address: _____

Telephone: _____

Name: _____ Address: _____

Telephone: _____

Name: _____ Address: _____

Telephone: _____

Any additional comments: _____

By signing below, you agree to the following statements:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application to volunteer. I hereby authorize the custodian of any information related to my previous employment, driving record, education, residence, criminal convictions, credit standing, or character, to release said information to the person or agency identified herein, unless restricted by law. This authorization is made voluntarily, for the purpose of performing volunteer work.

I understand that my volunteerism may be subject to a satisfactory background check.

I have read and agree to abide by the policies and procedures of Library of The Chathams.

I also agree to defend and hold harmless and indemnify Library of The Chathams and any of its employees or agents from any claims, suits, or other actions.

Full Name (print or type): _____

_____
Signature   Date
Thank you for your interest in Volunteering at Library of The Chathams.

A volunteer is anyone who assists with the activities at Library of the Chathams without financial compensation.

Volunteers work directly with library staff to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

Volunteers supplement the efforts of staff in providing quality service, encouraging people to become familiar with the library and its services, and supporting library fundraising activities. Volunteers supplement, not replace, the work of staff.

Illustrative examples of volunteer work include: shelving books, processing materials, helping prepare for programs, computer input, and maintenance of periodicals. Hours of volunteer service are determined by the supervisory staff member in discussion with the volunteer. Volunteers must arrive when scheduled or call the library if they will be absent. Except with prior approval, volunteer work must be completed within normal library hours. Volunteers must follow all library policies and procedures including those relating to the confidentiality of library records.

Nothing in this policy creates a contract between the volunteer and the library. Either the volunteer or the library can terminate their association at any time, for any reason, without any cause being stated.

The library provides no medical, health, accident or worker's compensation benefits for any volunteer.

Prior to volunteering, an applicant must meet with the Director or designee and complete an application for volunteer work. If the applicant is a minor, his or her parent or legal guardian must sign the application as well. The library may require a background check as well as a check of references and has the right to decline anyone as a volunteer without cause or statement of reason.

Volunteers working with the Friends of the Library of the Chathams and members of the Friends working on Friends projects are volunteering for the Friends and not for the library. Volunteers working with Chatham Library Foundation and members of the Foundation working on Foundation projects are volunteering for the Foundation and not for the library.