



Volunteer Application (Teens)

Applicant Information

Full Name: _____ Date: _____
Last First

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Emergency Contact Name/Relationship to Volunteer: _____

Emergency Contact Phone: _____

How many hours a month are you looking to volunteer? _____

Preferred tasks (Please check all that apply):

- Book Buddies (partner with children's department to read with a child)
- Tech Buddies (help patrons with technology questions or issues)
- Adopt a Shelf (make sure shelves are orderly)
- Book Reviewers (read & write reviews of new YA/Teen reads)
- Program set up/clean up
- Other (please specify):

Do you have any special interests, unique skills or talents you would like to share with the library community?

Any additional comments: _____

Disclaimer and Signature

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: _____

If under 18, please complete the following.

Full Name of Parent (print or type): _____

Parent Signature: _____

Date: _____

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

Library of The Chathams
Volunteer Policy
Revised June 2, 2014

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.