

BHM Regional Library Volunteer Application

Name _____ Birthday _____

Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone _____

Emergency contact person

Name _____ Phone _____ Relationship _____

I am seeking this volunteer position: (check one)

___ to satisfy school/class/scholarship/ requirements. Hours required _____ Deadline _____

___ to become a regular Library volunteer

Have you volunteered for the Library before? ___ Yes ___ No

Have you ever been convicted of a [] felony or [] misdemeanor requiring imprisonment or fine in excess of \$50?

If yes: name the county _____ and state _____

If no: check here []

Are you under 18 years of age (circle one) Yes No

Parent/Guardian Signature (Required for minors) _____ Date _____

Availability

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times						

References (not related to you)

1) Name _____ Phone _____ Relationship _____

2) Name _____ Phone _____ Relationship _____

See reverse or next page

Employment and Volunteer History

Please list your two most recent jobs/volunteer work experiences. A resume is not required, but may be included as a supplement to this application

Employer's Name

Employer's Address

Employer's Phone Number

Was this a volunteer position? (Circle one) Yes No

Employer's Name

Employer's Address

Employer's Phone Number

Was this a volunteer position? (Circle one) Yes No

Skills

If you are applying for a volunteer position at a branch of BHM Regional Library, please fill out the following chart. Place a check mark in the box appropriate to your skill and interest level.

	Knowledgeable and willing to do	Need training but willing to learn how	Not willing to do
Clerical/office work phone calls, filing, photocopying, record keeping			
Communications/Information brochure/newsletter, writing, mailings, opinion surveys/polling			
General Library work shelf reading, shelving, repair AV materials, inspection of nonprint materials			
Library Research archives/manuscripts, creating book lists, genealogy, local history, oral history			
Program Support creating displays/bulletin boards, help with crafts, organize special events, summer reading program			
Computer Skills database searches, data entry, desktop publishing, spreadsheets, word processing, Internet assistance, email			

Applicants Statement

I certify that the information on this application is true and correct and acknowledge that the falsification of this application is grounds for disqualification. I authorize investigation of all statements contained in this application as may be necessary in arriving at the volunteer service decision. I agree to abide by the policies and procedures of the BHM Regional Library. By signing this form, I hereby acknowledge I have read the Volunteer Policy of BHM Regional Library and understood the above statements. Volunteers under the age of 18 must have parental signature.

Disclaimer/Waiver

I, _____ shall indemnify and hold harmless BHM Regional Library Inc., its officers, Employees and assigns from and against all claims, damages, losses or expenses arising out of participation as a volunteer, and understand that as a volunteer that I am not covered in any way through BHM Regional Library Inc. insurance. I have insurance coverage of my own. I also give my permission to use any photographs taken of me for marketing or other purposes. As an applicant, I am aware a background check may be made. A copy of the policies and procedures of BHM Regional Library is available to volunteers.

Signature _____ Date _____

Parental Signature _____ Date _____

VOLUNTEER POLICY

The BHM Regional Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand public library services. Volunteers are expected to conform to all policies and procedures of the BHM Regional Library system. Volunteers serve at the pleasure of the Library Director and Branch Managers.

HOW VOLUNTEERS ARE USED

Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Volunteers' duties will be assigned based on staff judgment based on need. Volunteers will receive orientation and instruction for the tasks they will perform. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full- or part-time staff.

Examples of volunteer duties - Shelving of materials, helping with a program, helping with Summer Reading Program activities, labeling, prepping nursery crates

CONFIDENTIALITY/PRIVACY

Volunteers are not allowed to sit at public desks or use staff computers. All transactions between Library users and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as reference questions asked by Library users. Chapter 125. Libraries Article 3. Library Records N.C. General Statutes § 125-19 stipulates that public library circulation and registration records are confidential.

CUSTOMER SERVICE

Many volunteers come into contact with Library patrons and may well be the first official contact a patron has with the Library. It is important, therefore, that volunteers maintain a professional, friendly demeanor at all times. All patron questions other than directional are to be referred to a staff member who is trained to provide informational services for patrons.

REQUIREMENTS

An Application Form must be completed and approved which includes a disclaimer and waiver for insurance coverage. This waiver must be signed as part of the application.

Approved by BHM Regional Board October 2013