Cook Memorial Library
Volunteer Application Form (Revised 3/14/16)

Name_____ Age (if under 18) ____ Date _____

Address _____ Phone(s) _____

_____

Email _____

Name of person to contact in case of emergency _____

Emergency contact person's phone number _____

What skills or interests would you like to share about yourself: work experience, education, hobbies, skills, etc.?

The library staff appreciates your interest in volunteering with us. We have many jobs that require varying skill levels. Please indicate which tasks you would be interested in doing:

___ Assisting with Children's programs (crafts, storytelling, Summer Reading Program)

___ Assisting at the circulation desk

___ Processing new materials (book covers, date dues, stamps, etc.)

___ Reading and organizing shelves

___ Shifting collections, discarding, inventory

___ Helping with local history projects

___ Working on library grounds (gardening, weeding)

___ Book sale preparation and year-round support

___ Assisting with minor building repairs and upkeep

___ Designing book displays, flyers, newsletters, etc.

___ Delivering materials to homebound patrons

___ Tutoring computer and other technology skills

___ Starting and facilitating a "club" (i.e. chess, scrabble, drawing) What kind? _____

___ Assisting with special library events (fundraisers, programs)

___ Other _____

(over)

Please read the following agreement:

I hereby attest that my attendance and involvement in activities undertaken for Cook Memorial Library are voluntary and that I am not entitled to compensation for any services I provide. In addition, I agree to keep confidential all patron information, and all information in library records I may encounter.

If I qualify for volunteer service I agree to abide by the regulations and policies of Cook Memorial Library.

I have read and understand the Volunteer Policy of Cook Memorial Library as well as the Library Bill of Rights.

Signed _____

Signature of parent/guardian if volunteer is 14 to 18 years of age, and date:

_____

Please note, per our Volunteer Policy:

Volunteers under age 18 must have a signed parental permission slip and those ages 14-16 must get valid working papers as well.

All volunteers over the age of 18 will be required to have a criminal background check at a cost of $25.00 to be paid by the library. Volunteers may begin service while the background check is in process, but may not have unsupervised time with children or elders in that period.