



212 South Gaston Street  
Brevard, North Carolina 28712  
(828) 884-3151 FAX (828) 877-4230  
On the web at: [library.transylvaniacounty.org](http://library.transylvaniacounty.org)

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## Transylvania County Library Volunteer Application

Date: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Name (Please print):

\_\_\_\_\_ (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (MI)

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_  
(Name) (Phone Number)

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Review the attached description of tasks and list all departments/tasks in which you are interested:

\_\_\_\_\_  
\_\_\_\_\_

How many hours per week are you available to volunteer? \_\_\_\_\_

Circle the days & list the times available:

Monday Tuesday Wednesday Thursday Friday Saturday

\_\_\_\_\_  
\_\_\_\_\_

List past volunteer experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any technological/computer skills:

\_\_\_\_\_  
\_\_\_\_\_

Staff Use: \_\_\_\_\_ REF \_\_\_\_\_ YS \_\_\_\_\_ CIRC \_\_\_\_\_ TECH \_\_\_\_\_ NC \_\_\_\_\_ BKM

Do you have any physical limitations? If yes, please explain:

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Have you ever been convicted of a crime excluding traffic offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Please list two references:

**Reference 1:** \_\_\_\_\_  
(Name) (Relationship) (Contact Number)

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

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

Phone: \_\_\_\_\_

**Reference 2:** \_\_\_\_\_  
(Name) (Relationship) (Contact Number)

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

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

Phone: \_\_\_\_\_

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*I CONFIRM THAT ALL INFORMATION SUPPLIED ON THIS PROFILE IS TRUE AND CORRECT. I HAVE READ AND UNDERSTAND THE VOLUNTEER POLICIES AND PROCEDURES. I ALSO ACKNOWLEDGE THAT THE TRANSYLVANIA COUNTY LIBRARY RETAINS THE RIGHT TO TERMINATE MY VOLUNTEER INVOLVEMENT AT ANY TIME AT THE DISCRETION OF THE DIRECTOR OR HIS/HER DESIGNEE.*

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**Staff Use:**

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## **Transylvania County Library Policy on the Use of Volunteers**

The Transylvania County 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 Transylvania County Library.

Volunteers serve at the pleasure of the library director and 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.

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.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with labor laws and the policies of Transylvania County, paid staff may not volunteer their services to the library except with written permission from the library director.

Approved by the Board of Trustees  
Transylvania County Library  
March 8, 2007



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## **Transylvania County Library Volunteer Recruitment/Orientation Procedures**

### **Applicant Standards Requirements**

1. Must be 18 years of age or older
2. Be free of criminal convictions
3. Have a library account in good standing (i.e. No fines in excess of \$20)

### **Procedures for becoming a volunteer**

1. Come to the Transylvania County Library or print out application online. Complete an application form and return it to the Circulation desk.
2. Applications will be reviewed by the Volunteer Coordinator and given to the appropriate Department Head. Potential volunteers will then be contacted to set up an interview time.
3. Applicants shall be interviewed to determine suitability for the particular service or job required. A brief operational orientation and overview will be delivered to the volunteer by the interviewer. The volunteer, if accepted at this time, will be given their assigned work day and time.

### **Orientation**

1. The volunteer will receive a tour of their assigned area of the building and meet all necessary staff members. The volunteer will be given one-on-one training with staff members and/or other volunteers until at which time they feel comfortable completing assigned tasks on their own.
2. All volunteers must record worked hours before leaving. Volunteers must also wear their assigned name tag while volunteering if in direct contact with the public/public areas.

### **Conduct**

Before beginning their service, volunteers must understand that while at the library they are representing the Transylvania County Library and Transylvania County and as such the following basic rules of conduct must apply.

1. To remain courteous at all times to patrons and staff.
2. To remain free of alcohol and drugs.
3. To maintain confidentiality at all times in respect to any library and/or patron information they are exposed to while serving as volunteers.
4. To only participate in assigned tasks as determined by direction of their supervisor.



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## Transylvania County Library Description of Volunteer Tasks

- **Reference Department:** Shifting sections of books according to space needs. Locating duplicate copies of books for processing. Shelving and shelf-reading. Special projects as needed.
- **Circulation Department:** Phoning patrons to inform them that a requested title is now available for pick-up. Shelving new, leased, & display books. Sorting DVDS for others to shelve and/or shelving DVDs. Assisting with other projects as needed.
- **Children's Department:** Cutting, counting, organizing materials needed for children's crafts. Assisting with inventory or other projects. Shelving & shelf reading.
- **Bookmobile:** Riding on the bookmobile to assist the librarian with check out and delivery of material at stops throughout the county. Assisting with school visits during school year.
- **Technical Services:** Repairing books that have torn pages, detached spines, etc. using appropriate supplies and techniques. Processing AV/print materials by physically applying spine labels, barcodes, book jackets, and other such materials. Preparing AV material such as DVDs, music CDs, and audio books for library use. Assisting with dismantling of discarded materials.
- **Rowell Bosse Local History Room:** Assisting staff with sorting, filing and copying. Scanning digital images. Must be familiar with both print and online resources in this room. Good organizational skills necessary.
- **Friends of the Library:** Assisting with sorting, pricing, shelving and selling donated books for the October sale and in the Friends bookstore. Hospitality service for Bag Lunch, Music Center and Children's programs. Staffing membership table at Bag Lunches and October sale. Assisting with implementation of online book sales program. Other projects as needed.
- **Shelving & Shelf-Reading (Multiple Departments):** Sorting recently returned books, magazines, DVDs, music CDs, and audio books and returning them to their appropriate shelf location. "Reading" the library shelves to ensure that materials are in their correct locations and re-shelving as needed.