



212 South Gaston Street | Brevard, North Carolina 28712
(828) 884-3151 | library.transylvaniacounty.org

Volunteer Application

Date: _____ Birthdate: _____

Name (Please print): _____

(Last Name)

(First Name)

(MI)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Can we contact you about new volunteer opportunities via email? Yes _____ No _____

Emergency Contact:

(Name)

(Relationship)

(Phone Number)

Which volunteer opportunities interest you? (See the attached descriptions)

- Reference Circulation Youth Services Technical Services
 Local History Friends of the Library Adopt-A-Shelf

How many hours per week are you available to volunteer? _____

Circle the days & list the times you're available:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Are you a seasonal resident? If yes, which months will you be available? _____

List past volunteer experience:

List any technological, computer, or special skills:

Staff Use: _____ REF _____ YS _____ CIRC _____ TECH _____ NC _____ BKM

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

Are you seeking mandatory service hours for school or another agency? If yes, please explain:

Have you ever been convicted of a crime excluding traffic offenses? Yes _____ No _____

If yes, please explain:

Please list two references:

Reference 1: _____

(Name)

(Relationship)

(Contact Number)

Address: _____

City: _____ State: _____ Zip: _____

Reference 2: _____

(Name)

(Relationship)

(Contact Number)

Address: _____

City: _____ State: _____ Zip: _____

Release

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)

Parental Permission (for volunteers under 18 years old)

Volunteers must be at least 14 years of age to volunteer, and those under 18 must have a parent or legal guardian signature for permission. Volunteer hours for those under 18 shall follow relevant child labor laws.

I (print name) _____, parent/legal guardian, grant permission for
(print) _____ to volunteer at Transylvania County Library.

Parent/Guardian Signature: _____ Date: _____

Description of Volunteer Tasks

Reference Department: Shifting sections of books according to space needs. Locating duplicate copies of books for processing. 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. Finding and pulling holds requests from library shelves. Assisting with other projects as needed.

Youth Services: Cutting, counting, organizing materials needed for children's crafts. Assisting with inventory or other projects. Shelving & shelf reading.

Technical Services: Repairing books that have torn pages, detached spines, etc. using appropriate supplies and techniques. Processing AV/print materials by 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 sale and in the Friends bookstore. Hospitality service for library programs. Staffing membership table at programs and October sale. Assisting with implementation of online book sales program. Other projects as needed.

Adopt-A-Shelf: Tidying assigned shelves by dusting and using bookends. "Reading" the library shelves to ensure materials are in their correct locations and re-shelving as needed.

Bookmobile Service: Riding on the bookmobile to assist the librarian with check out and delivery of material at stops throughout the county. Re-shelving returned materials and shelf-reading. Rotating stock of materials on bookmobile shelves. Assisting with school visits during school year. Note: this position may require long hours.

Volunteer Recruitment

Applicant Standards Requirements

1. Must be 18 years of age or older
2. Be in accordance with criminal background policy (see below)
3. Have a library account in good standing (i.e. No fines in excess of \$25)
4. Have a genuine interest in serving their library and community

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. All applicant information is confidential.
2. Applications will be reviewed by the Volunteer Coordinator and appropriate Department Head. Suitability will be determined by applicant qualifications in relation to current needs and best interests of the Library.
3. Volunteer applicants will be subject to a Criminal Offender Records Information and National Sex Abuse Registry Check. All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Library Director.
 - Applicants with a criminal history will only be accepted if the Library Director determines that the placement of that applicant will not jeopardize the safety of patrons and staff, or the integrity of the Library collections.
 - Any applicant with a criminal history including sex abuse, child abuse, or violent crimes will automatically be denied volunteer placement.
 - A volunteer or applicant under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from volunteering until the issue is resolved.
4. Potential volunteers will then be contacted to set up an interview time.
5. 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 workday and time.

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 discretion 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

Orientation and Conduct

Orientation

- 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.

Conduct

Before beginning their service, volunteers must understand that they contribute to the Library's goals in the community. While at the library, volunteers are representing the Transylvania County Library and Transylvania County and as such the following basic rules of conduct must apply:

- To remain courteous at all times to patrons and staff.
- To remain free of alcohol and drugs.
- To maintain confidentiality at all times in respect to any library and/or patron information they are exposed to while serving as volunteers.
- To only participate in assigned tasks as determined by direction of their supervisor.
- All volunteers must record worked hours before leaving.
- Volunteers are encouraged to wear a name tag while volunteering if in direct contact with the public/public areas in order to clarify their role at the library.
- Volunteers with regular shifts should contact their supervisor for absences or if unable to come in at the agreed upon time.
- Volunteers must conform to the same standards of professional behavior and workplace etiquette that is expected of the Library staff.