

## ADULT SERVICES SUMMER 2018 ADULT VOLUNTEER APPLICATION

The Adult Services Volunteer Program accepts applications for individuals **18 or older** to shelve library materials. Prospective volunteers will receive a call or email at a later date to schedule a volunteer orientation  
**Please PRINT neatly.**

For library use only

Date & Time Rcvd \_\_\_\_\_

Rcvd by \_\_\_\_\_

Date Called \_\_\_\_\_

Start Date \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
EMAIL \_\_\_\_\_

Are you volunteering for: ☐ college or work experience or ☐ fun or ☐ other \_\_\_\_\_

**NOTE: The library does not accept court-appointed community service requests.**

How many hours do you need to volunteer? \_\_\_\_\_

List any vacation dates or other planned absences \_\_\_\_\_

**You may choose to staff the summer reading booth or be a projects/shelving volunteer**

### TYPICAL VOLUNTEER DUTIES

- Straightening and checking the order of magazines, newspapers, books, and DVDs.
- Re-shelving materials including paperbacks, videos/DVDs, books, etc.
- Assisting with assorted projects.

### GUIDELINES

- Attend volunteer orientation and volunteer 2 hours per week.
- Inform library of absence(s) or vacation.
- Follow the library rules of conduct and volunteer contract

Please list/explain any health concerns that the library should know about. \_\_\_\_\_

Volunteers are scheduled to work the same 2-hour weekly shift. Note: The Library is open from 9am-5pm on Fridays and Saturdays, so evening shifts are not available. **Please mark all days you are available:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

Please list any skills you may have:

Please *describe* any experience you have working in a library setting?

Explain *why* you would like to volunteer at the Library:

## Adult Services Volunteer Contract

Please write your initials on the line next to each requirement indicating that you have read and agree to adhere to our policies. I, \_\_\_\_\_,

\_\_\_\_\_ will be punctual for all programs and meetings, and I will give notice to the Library as soon as possible if a problem arises which would prevent me from performing my duties.

\_\_\_\_\_ will show respect towards my leaders, peers and library customers with whom I work.

\_\_\_\_\_ will complete the task assigned to me to the best of my ability.

\_\_\_\_\_ will make efficient use of my time by seeking out ways in which I may help others after completion of my own responsibilities.

\_\_\_\_\_ will be enthusiastic about volunteering; and will dress appropriately and maintain a clean appearance.

\_\_\_\_\_ will not allow personal problems or conflicts to interfere with my job performance and interaction with other library customers, other volunteers and library staff.

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I have read and initialed each item in the volunteer contract and agree to adhere to this policy.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

### Contact in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**PHOTO/VIDEO RELEASE FORM**  
**Yorba Linda Public Library**

PHOTO/VIDEO RELEASE- THE CITY OF YORBA LINDA may take, use and publish photos, videos, and/or audio recordings of participants for publicity purposes. I hereby grant the City permission to use my, or my child's, likeness, name, voice and words in any broadcast, telecast, print or digital/social media account free of charge. IF THE PARTICIPANT IS A MINOR I hereby warrant that I am the custodial parent/legal guardian of the undersigned child, who is a minor. I CERTIFY THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE ON BEHALF OF MY HEIRS, SUCCESSORS, AND ASSIGNS AS IT APPLIES TO MYSELF AND TO ANY MINORS FOR WHOM I AM SIGNING.

I, CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AND SIGN IT VOLUNTARILY.

**Name** *(please print)* / **Child's Name** *(if signing for minor)* / **Signature** *(Adult participant or parent/legal guardian signature)*

---

1)

---