

MONTGOMERY COUNTY – NORRISTOWN PUBLIC LIBRARY
1001 Powell Street
Norristown, PA 19401
610-278-5100

- VOLUNTEER APPLICATION**
 COMMUNITY SERVICE APPLICATION

Total Number of Service Hours: _____ **Deadline (if applicable)** _____

Name: _____

Address: _____

Phone: _____ Secondary Phone: _____

Email: _____

Age: _____ Date of Birth: _____

School or Employer: _____

Teacher/Supervisor: _____

Phone: _____ Email: _____

In case of emergency, whom should we call?

Name: _____ Phone: _____

As a volunteer at the library, what do you think you would most enjoy doing?

Please list any past volunteer/work experience you feel might be useful to us:

List any hobbies, activities, computer skills or interests that would be helpful to us placing you in a volunteer position:

How did you hear about volunteer opportunities with our library?

Which department of the library would you feel most comfortable working in?

- Adult's: Circulation/Reader's Services
- Adult's: Computer Lab

- Children's

Availability (Check all that apply) A minimum of 5 hours per week is requested

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Would you be interested in volunteer opportunities at one of our 4 branch libraries?

Yes No **CONSHOHOCKEN FREE LIBRARY**
301 Fayette Street
Conshohocken, PA. 19428
Jane Cole, Director

Yes No **PERKIOMEN VALLEY LIBRARY AT SCHWENKSVILLE**
290 Second Street
Schwenksville, Pa. 19473
Aileen Johnson, Director

Yes No **ROYERSFORD FREE PUBLIC LIBRARY**
200 South Fourth Avenue
Royersford, Pa. 19468
Eileen McNamara, Director

Yes No **UPPER PERKIOMEN VALLEY LIBRARY**
350 Main Street
Red Hill, PA. 18076
Ella Noel, Director

Have you ever been convicted of a crime? Yes _____ No _____
Conviction will not necessarily disqualify an applicant from volunteering.

If yes, please explain and provide date(s)/location(s):

I understand that, as a volunteer, I will be assigned to perform whatever duties the library considers most necessary and helpful to its operation. I also understand that my work will be reviewed and my services at the library may be concluded at any time. I understand that activities are voluntary and I am participating at my own risk. By signing this application, I agree to abide by the policies of the Montgomery County-Norristown Public Library. I agree to keep confidential all library user information or library records I may encounter.

Signature: _____ Date: _____

Parent/Guardian Signature: _____

Print: _____

Parent's Signature is required of any volunteer applicant under 18 years of age.

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update 10/2009

Indicate those areas of skill/interest which pertain to you.
Mark as many as are applicable.
All opportunities do not exist at all times.

Arts/Graphics/Crafts

- art design
- art exhibits/fairs
- calligraphy
- crafts for adults
- crafts for children
- cartooning
- displays/bulletin boards
- graphics
- photography

Clerical/Office Work

- answering the phone
- clerical/office work
- filing
- photocopying
- record keeping
- telephoning
- organize and stock book sale racks

Computer Skills

- database searches
 - data entry
 - desktop publishing
 - spreadsheet experience
 - word processing
- Describe software you can use and indicate level of proficiency

Communications/Information

- brochure/newsletter
 - editing
 - public speaking
 - video/films
 - writing
 - translation
- Which languages would this apply?

Archives and History

- photocopying
- gathering local history materials
- updating clippings books
- research

General Library Work

- Adopt-a-Shelf (shelf reading)
- material maintenance
- shelving
- processing books for withdrawal
- processing books for collection
- evaluating donation materials

Miscellaneous

- carpentry skills
- indoor plant care
- outdoor plant care
- painting
- sewing skills

Outreach Services

- book sales
- Books-by-Mail Program
- newspapers on tape
- reading to seniors

Program Support

- book discussion group moderator
- entertainer
- animals
- music
- help with Summer Reading Club
 - children
 - teens
 - adults
- help with storytimes
- organize special events
- hospitality at special events
- present an educational/informational program
 - Topic: _____
- Teach classes on computer-related topics
 - Topic(s): _____
- after-school homework assistance
- book buddy

VOLUNTEER/COMMUNITY SERVICE GUIDELINES

As a valued library Volunteer, you would be expected to:

- ❖ Arrive at the library on time as scheduled.
- ❖ Record date and time that you arrive on the volunteer time sheet. Department Head or designated supervisor will initial the timesheet daily.
- ❖ Wear a “VOLUNTEER” badge while you are working
- ❖ Give adequate notice when not available for your assigned time
- ❖ Volunteers are to dress in a neat, well-groomed business-like manner. Jeans, tee shirts, shorts and leggings may not be acceptable in the public service areas. Tailored shorts and jeans may be acceptable for certain activities.
- ❖ Avoid personal calls or visits while you are working
- ❖ Before you leave, make sure to write down the time you finish working on your time sheet and return your “VOLUNTEER” badge
- ❖ If you have any questions while you are working, please ask library staff. There are no silly questions!

Volunteers are considered valued members of our library family. As a non-paid employee, you will:

- ❖ Receive training from an experienced, patient, well-informed supervisor
- ❖ Acquire new skills and knowledge
- ❖ Gain a sense of satisfaction in serving your community
- ❖ Support literacy and life-long learning
- ❖ Meet new and interesting people who share your love of books

MONTGOMERY COUNTY – NORRISTOWN PUBLIC LIBRARY GUIDELINES FOR VOLUNTEERS

The Montgomery County-Norristown Public Library welcomes your participation as a member of the volunteer staff of the library. We hope your association with the library will be a pleasant and rewarding experience. The contribution of your time and talents will help the Montgomery County-Norristown Public Library maintain and improve the high standards of library service expected by the residents of Montgomery County.

The following guidelines will assist you in performing your volunteer assignments:

1. The volunteer will receive training in job procedures by a library staff member. Any changes in procedure should not be made without consultation with library staff.
2. The volunteer should report to the library staff member accordingly to a mutually agreeable schedule. In case of illness or other reason for absence, please notify the department as early as possible.
3. The facilities of the staff room and children's department workroom are available for volunteer use. A locker for personal effects can be assigned if desired. Food and drinks may be consumed only in these areas.
4. Volunteers should maintain a courteous, pleasant, and businesslike manner in public areas. Socializing with friends, relatives or other staff members during the work period is not considered appropriate. Children, or other relatives or friends are not permitted in non-public areas.
5. Volunteers are to dress in a neat, well-groomed business-like manner. Jeans, tee shirts, shorts and leggings may not be acceptable in the public service areas. Tailored shorts and jeans may be acceptable for certain activities.
6. Any questions asked by patrons in the public areas should be referred to a library staff member, except for the directional questions such as, "Where is the restroom?"
7. Volunteers are invited to attend staff meetings, if they wish.
8. A time sheet is kept on file for each volunteer in the department to which they are assigned. Each volunteer is required to sign in and out so we can maintain a record of the number of hours volunteers have contributed to the library. Department Head or designated supervisor will initial this daily.
9. Volunteers who are unable to follow instructions from library staff will be asked to resign from the volunteer program.

YOUTH VOLUNTEER SERVICE OPPORTUNITIES

Junior Friends of the Library is an after school club for kids. They meet on the first and third Tuesday of each month from 3:30 to 4:30. These volunteers assist the Children's Department staff with displays, posters, decorations, straightening book shelves, helping with library activities and more.

School year volunteers typically work for a limited number of hours just to complete a requirement. They do whatever needs to be done during the time they volunteer. Typical tasks may include: photocopying, cutting paper, cleaning books, straightening shelves, or shelving. Schedules are worked out on an individual basis, but each individual shift is no longer than 2 hours. Weekdays work best because more staff is available to supervise.

Summer volunteers are part of a 7-8 week program that takes place during the time of the annual Summer Reading Program. All summer volunteers are required to attend a training session at the beginning of the summer to learn their jobs and responsibilities. Typical tasks may include: registering kids, teens and adults for Summer Reading Programs, helping to prepare crafts and materials for children's programs, assisting with setting up and cleaning up the program room on program days, photocopying, cutting paper, cleaning books, straightening shelves, or shelving. Schedules are worked out on an individual basis and may be worked around vacations and other commitments. Shifts will be no more than 2 hours a week. Weekdays work best because more staff is available to supervise. At the end of the summer there is an appreciation party for all teen summer volunteers.

Minimum Age for Volunteers

The Library will accept youth volunteers ages 12 and up only, unless specific volunteer opportunities and/or unique circumstances arise. In those cases, accepting a younger person for volunteer service is up to the discretion of the Head of Youth Services.

Community Service Volunteers

When possible, the Library will strive to provide opportunities for school, church, civic groups and/or individuals to fulfill honor society requirements, do club projects, etc. There is no guarantee that all requests can be accommodated. The decision will be made by the Head of Youth Services, based upon the Library's current volunteer needs.

Requests from individuals needing to meet court-ordered community service requirements will be accommodated only if the Head of Youth Services is given adequate time to process the

application, screening and placement procedures (at least two weeks notice). There is no obligation to accommodate court-ordered volunteers who delayed starting their hours or have a rapidly approaching deadline.

Court-ordered volunteers must go through the application, screening and placement process, as other volunteers would. They will not be placed into volunteer opportunities where they would be unsupervised, working with children, or visiting the homes of Library customers.

Court-ordered volunteers failing to fulfill their agreed-upon volunteer schedule will have their volunteer status canceled and the change in status will be reported to the courts.

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