

# Marshall

PUBLIC LIBRARY



POCATELLO'S LIBRARY SINCE 1907

## Volunteer Application Form

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact Name and Phone \_\_\_\_\_

1. List past work experience (including volunteer work). Highlight the experiences you feel would be applicable to library work.

2. List other skills and special knowledge you have that might be beneficial to the library.

3. Why are you interested in donating your time at Marshall Public Library?

4. What aspects of library work are you interested in? Are there some jobs that do not appeal to you?

5. Would you prefer to have a regular schedule or work on special projects within a more flexible time frame?

6. Are there any days or times of day when you are not available?

7. How many hours per week or month would you have to give to the library?

#### References

1. \_\_\_\_\_

Phone \_\_\_\_\_

2. \_\_\_\_\_

Phone \_\_\_\_\_

3. \_\_\_\_\_

Phone \_\_\_\_\_

Volunteers at Marshall Public Library are as important to the overall function of the institution as any other member of the staff. Because we rely on our volunteers to enable us to provide the best service possible to the community, we ask that the volunteers commit to an agreed upon schedule and give reasonable notice if they are unable to report to work. Excessive absences make it difficult for us to work efficiently. If a volunteer finds that he or she must miss work frequently, the library may find it necessary to replace him or her with someone who is able to be on hand on a regular basis.

Each volunteer will be evaluated individually on a formal basis once a year and informally on a regular basis.

The librarian will determine the nature and scope of each volunteer's job in the library after the initial interview.

I have read the above and understand my responsibilities as a volunteer at Marshall Public Library.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## AUTHORITY TO RELEASE INFORMATION

*This Authority to Release Information is for the purpose of conducting a background investigation for a Volunteer position with Marshall Public Library.*

**Full Name of Applicant** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

As an applicant for a position with Marshall Public Library, I am required to furnish information for use in determining my qualifications and suitability. I realize that Marshall Public Library will not release the acquired information to any person, including me. The information submitted to Marshall Public Library is confidential and will be used only for the investigation of my suitability for volunteering.

I authorize you to release any and all information that you may have concerning me, including information of a confidential or privileged in nature. I hereby authorize my previous employers, physicians, counselors, friends, acquaintances, public agencies, and all others to furnish to the Marshall Public Library any and all information they may have concerning me, and copies of documents that contain that information.

**I hereby release you, your organization, or others, from liability or damage which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes as valid as the original. I authorize you to retain a copy of this form for your files.**

This authorization is valid for (1) year from the date of my signature.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **. 20** \_\_\_\_\_

**Signature of Applicant (Full Name)** \_\_\_\_\_

## LIBRARY VOLUNTEER GUIDELINES

1. As representatives of the Marshall Public Library, volunteers are responsible for presenting a good image to the community. Volunteers are identified as such through wearing of badges to identify them as volunteers of Marshall Public Library. Volunteers shall dress appropriately for the conditions and performance of their duties.
2. The Marshall Public Library provides a drug-free, healthy and safe environment. While on library premises and while conducting library-related activities off MPL premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.
3. A volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. Volunteers cannot ask for or receive, directly or indirectly, any monies or gifts from library patrons, either for themselves or any member of their households or for the library or library programming. Volunteers may not promote a business to volunteers, patrons or staff during a volunteer shift, nor commit the library to any action.
4. While working in their volunteer capacity, volunteers are not to have contact with the media or its representatives with regard to library issues. All PR promotions will be handled through the library and mayors' office.
5. Since the public may perceive them as staff members, volunteers should remember that they represent the library's commitment to excellent service. Friendly, courteous behavior toward everyone using the library is expected, regardless of their demeanor.

Please sign below to show you have received and understand the above guidelines.

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

Signature: \_\_\_\_\_