



Volunteer Application Form

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email _____

Skills

1. Are you familiar with the Dewey Decimal System? Y N

2. Will bending, stooping, or pushing a book cart be something you can do? Y N

3. Are you comfortable using a photocopier and a paper cutter? Y N

4. What experience do you have working with young children? Please Explain:

5. Are you bilingual? Do you speak any other language in addition to English? _____

6. What kind of arts & craft experience do you have? _____

7. What other skills do you wish to offer to the library? _____

8. Where would you like to work (circle one) Main Library Mockingbird Branch South Branch

Availability

What time are you available? (please circle all that apply)

M T W Th F S

9 a.m. – 11 a.m. 11a.m. -1p.m. . 1p.m. – 3 p.m. 3p.m. – 5 p.m. 5p.m. – 9p.m.

Emergency Contact: _____ **Phone:** _____

I _____ consent to a background check performed by the Abilene Police Department and Human Resources, should I be selected.

Unit assignment: _____

Supervisor: _____



RELEASE/AGREEMENT FOR VOLUNTEERS SERVICES

I, _____, ("Volunteer"), request that the City of Abilene ("City") allow me to volunteer my time to support the work of Abilene Public Library. I hereby acknowledge that I am not an employee of the City and will not represent myself as such, will not receive any form of compensation or remuneration for these services. I also understand and agrees that I am not entitled to any benefits from the City including but not limited to health or life insurance, workers compensation benefits, or unemployment benefits, or any claim to such benefit or compensation being expressly waived by the volunteer, heirs, executors, or assigns.

The volunteer further agrees to indemnify, hold harmless and defend the City, their officers, agents, and employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses (including court costs and attorney's fees), and other reasonable costs arising out of or resulting from the Volunteer's services provided in connection, with or incidental to this release/agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of the Volunteer, including but not limited to his/her heirs, executors, or assigns.

The Volunteer understands and agrees that the City may discontinue the Volunteer's Services at any time with no prior or written notice.

By signing this release/agreement, the Volunteer hereby warrants that he/she has read and understands the release/agreement and that it with the library volunteer policy constitutes the only basis for the Volunteer's service being provided and there are no other agreements of any kind relating to services provided by the Volunteer. The volunteer understands that this release/agreement does not constitute and employment contact relationship of any kind between City and the Volunteer.

The Volunteer's signature is affixed hereto of his/her own free will and accord without any inducement or reliance on any persons or promise. The Volunteer further warrants that he/she is of legal age and/or is the parent or guardian of the Volunteer, and is legally competent to execute this release/agreement.

In the event of any disciplinary action or an extended time lapse a consultation and new agreement will be required.

VOLUNTEER:

(Signature)

(Printed Name)

(Date)

Signature of Parent or Guardian Signature (as applicable)

WITNESS:

(Signature)

(Printed Name)

(Date)

Emergency Contact Information: Name: _____ Phone: _____

Relationship: _____ Address: _____



Volunteering at Abilene Public Library

Volunteering is a great way to serve your community, and best yet, you'll gain valuable work experience. Volunteers commit an average of 3-6 hours a week, and they can be flexible to work around other plans.

SUCCESSFUL VOLUNTEERS WILL:

- ✚ Be dependable, willing to learn, and comfortable working with the public.
- ✚ Complete duties independently and accurately after training.
- ✚ Ask for clarification or help from library staff when needed.
- ✚ Arrive on time for scheduled shifts and be prepared to work.
- ✚ Provide advance notice if a scheduling conflict develops.

Volunteers will be able to assist in several areas, depending on interest. Volunteers may also be asked to help with other tasks that contribute to making the library a welcoming organization and a strong community resource.

Some typical library volunteer assignments.

	SHELF READER/PAGING: Straightens shelves, organizes materials, helps patrons with basic questions, assists library staff in additional related duties.
	Program Aide: Helps children's and programming staff in the preparation of arts & crafts, puppetry and additional projects utilized for regular programming. Involves cutting, folding, creativity, and ability to follow directions.
	SPECIAL EVENTS AIDE: Attends selected programming to assist library staff, greet guests, possibly participate in activities, and related duties. Requires an outgoing personality to deal with the public during busy events.
	CIRCULATION AIDE: Assists staff in basic duties including checking in materials, sorting carts to be shelved, assisting patrons using the self-checkout station, retrieving patron holds, organizing staff materials behind the desk, etc.
	TECHNICAL SERVICES AIDE: Helps in the weeding process to withdraw materials, helps to complete reports to search for library materials, label materials, repair library materials, and other technical duties.
	INFORMATION SERVICES AIDE: Assists Reference/Information services staff with duties such as managing periodicals, genealogy research, vertical file maintenance, scanning, and assisting with computer equipment maintenance.

If interested in being a Library Volunteer, complete the attached application and return to Library Administration at 202 Cedar St., 2nd floor. Your application will be reviewed and you may be contacted to come in and speak with the volunteer coordinator or unit supervisor.