

**ROSELLE PUBLIC LIBRARY DISTRICT  
VOLUNTEER APPLICATION**

If you are 18 years of age or older, please continue completing this application. You will be contacted if there is a volunteer opportunity at the Library that matches your interest.

If you are under the age of 18 years and a student between the 6<sup>th</sup> grade and 12<sup>th</sup> grade, please complete the VOLUNTEEN application and submit to the Adult and Teen Services Department upon completion.

To become an unpaid volunteer, you will need to complete the following steps:

- 1) Complete and submit a volunteer application form
- 2) Participate in an interview
- 3) Reference and background check will be conducted (required)
- 4) Accepted into the volunteer program and placement made to a designated department

PERSONAL INFORMATION

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

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

EMERGENCY CONTACTS

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Relationship \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Relationship \_\_\_\_\_

How did you hear about our volunteer program?

Web Page  Newsletter  Friend  Family  Other \_\_\_\_\_  
*Please list*

Briefly state why you are interested in volunteering at the Roselle Public Library District:

\_\_\_\_\_

#### SPECIAL SKILLS OR EXPERIENCE

List any special skills, work experience, or certifications you possess that would be an asset to the Library:

\_\_\_\_\_

\_\_\_\_\_

Describe any previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

#### INTEREST AND AVAILABILITY

Please check areas of volunteer interest:

Craft/Program Preparation: Youth Services  Adult and Teen

Assist with Programs: Youth Services  Adult and Teen

Greeter or Special Events: Musical Sundays Greeter  Special Events

Shelf Organization or Cleaning  Outside Maintenance

Behind the Scenes: General Office  Material Mending/Cleaning

Other, please list \_\_\_\_\_

Are you available year round? Yes  No  If no, please list months you are not available

\_\_\_\_\_

What days and times are you available? Please check all that apply:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>						
Afternoon	<input type="checkbox"/>						
Evening		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## REFERENCES

Please list the names, phone numbers, and addresses of three adults that are 18 years of age or older that are not related to you, whom you have known for at least two years. All references will be contacted. Please be concise and print clearly.

- 1) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address (if known) \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Relationship to You \_\_\_\_\_ Years Known \_\_\_\_\_
  
- 2) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address (if known) \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Relationship to You \_\_\_\_\_ Years Known \_\_\_\_\_
  
- 3) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address (if known) \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Relationship to You \_\_\_\_\_ Years Known \_\_\_\_\_

## I AGREE

By submitting this form, I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application and consent to a background check. If I am accepted into the volunteer program, I will not be entitled to compensation for any services I provide. I understand that nothing in this application is intended to imply or create an employment relationship of a contract for employment. Submission of application does not guarantee acceptance or availability of hours. All requests are subject to availability.

I additionally agree that I will abide by the policies and procedures of the Library and I acknowledge that I have received and read a copy of the Roselle Public Library District Rules and Expectations and agree to abide by them.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Dated

FOR STAFF USE ONLY BELOW

References Conducted by Staff Member \_\_\_\_\_

Background Check Date Results Received \_\_\_\_\_

Volunteer Supervisor Assigned, if Accepted into Program \_\_\_\_\_

Executive Director Signature Required Before Acceptance into Volunteer Program

\_\_\_\_\_  
Executive Director Approval Signature

\_\_\_\_\_  
Dated

## **INSTRUCTIONS FOR VOLUNTEERS**

- Arrive only at the specified time set up in advance of your arrival.
- Check in with the supervisor assigned to you.
- Put a volunteer badge on, which can be found at the Adult and Teen Services Desk.
- Record your check-in time and the department that you are working in on your Volunteer Record Sheet.
- Report back to your supervisor and work on tasks assigned to you.
- At the end of the volunteer time that has been assigned to you, advise your supervisor that you are leaving.
- Record your check out time on your Volunteer Record Sheet.
- Return your volunteer badge.
- Exit the staff only areas of the Library.

## **LIBRARY RULES AND EXPECTATIONS FOR VOLUNTEERS**

- Conduct yourself appropriately at all times. Our volunteers are treated with respect by our staff members, and we expect our volunteers to treat all staff members and patrons with respect.
- Show up on time.
- Dress appropriately. Anyone showing up for volunteering dressed in offensive or inappropriate attire, as deemed by your supervisor, will be sent home.
- Information acquired at the Library during your volunteer hours is confidential.
- Perform your duties to the best of your ability.
- Please call your supervisor if you will be late or absent at 630-529-1641. Leave a message if your supervisor is unavailable.
- Volunteers under the age of 16 are not allowed to work between 7:00 p.m. and 7:00 a.m. during the school year.
- Volunteers under the age of 16 are not allowed to use the paper cutter, Ellison equipment, exacto knives, or other tools which may pose a danger to the volunteer.
- Volunteers are to be supervised at all times.
- Volunteers must wear a volunteer badge at all times.
- Volunteers must check in with their supervisor before beginning their volunteer tasks.
- Volunteers must inform their supervisor that they have completed their hours for the day.
- Adult volunteers must be supervised in non-public areas of the Library during scheduled supervised hours.
- Volunteers under the age of 18 must be accompanied by a staff member when in non-public areas.
- No volunteers are allowed in non-public areas of the Library when they are not scheduled to volunteer.
- Library staff may cancel participation in the Volunteer/Volunteer program at anytime for any reason.
- Abide by all Library policies and procedures at all times.