

Twinsburg Public Library Volunteer Service Application

Volunteers are a welcome and an important part of our library. They help us fulfill a variety of services to the community. If you are interested in becoming a volunteer, you can begin the process by submitting the application below.

Please return this application to:

Administration Office, Twinsburg Public Library, 10050 Ravenna Road,
Twinsburg, OH 44087

Telephone: 330-425-4268 Fax: 330-425-3622 Email: sgrimes@twinsburglibrary.org

Date_____

Last Name_____ First Name_____

Address_____

City_____ State_____ Zip_____

Home phone_____ Work/Cell phone_____

Email:_____ OH Drivers Lic. No._____

Emergency Contact:

Name_____ Telephone_____

Library service areas that are most interesting to you (check all that apply):

- Acquisitions & Processing (e.g., covering & mending books)
- Adult Services (e.g., shelving materials)
- Bissell Local History Room (e.g., assist genealogists, digitization, indexing)
- Branch
- Building & Grounds (e.g., gardening, picking up litter)
- Children's Department (e.g., crafts, displays, answer phones, summer reading club)
- Circulation Department (e.g., phone patrons, unpack delivery)
- Computer Center (e.g., clean/repair videos, cassettes)
- Homebound Delivery
- Information Services (e.g., book discussion group leader)
- Youth Services Department (e.g., crafts, answer phone)

Friends of the Library: Book Sale Gift Shop

Reason or motivation for volunteering:

Kind of work preferred:

Kind of work least desirable:

Briefly describe any work/volunteer experience that may help us match you to volunteer duties:

Are you available for (check all that apply):

- Short term projects
 On call as needed
 Long term projects (working on a weekly basis)

Time slots you have available (indicate the hours you are available, such as 10:00 a.m. to 2:00 p.m.):

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Administrative Use

Volunteer Agreement form signed _____ Name tag issued _____

Volunteer Placed/Not Placed (brief description):

Separation Date: _____

Reason: _____

Twinsburg Public Library Volunteer Agreement

Welcome! Your work as a volunteer provides important support for the library's mission to provide every person access to library materials and services.

Volunteer and paid staff of the Twinsburg Public Library perform different duties, are evaluated on different criteria, and receive different benefits.

The library agrees

1. To provide you, as a volunteer, with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work.
3. To recognize your contributions as a volunteer to the success of the library.

As a volunteer, I agree

1. To accept the guidance and decisions of the staff.
2. To recognize the function of the paid staff, maintain smooth working relationships with them, and stay within the bounds of volunteer responsibilities.
3. To always wear a volunteer badge.
4. To report on time, as scheduled, and check in with the staff upon arrival. To record volunteer hours on the volunteer time sheet. To inform my supervisor as soon as possible if I am unable to keep my schedule. To notify my supervisor if I need to take an extended leave, if I wish to work in another location, or if I decide to resign.
5. To dress appropriately and act courteously to patrons and employees. To recognize that the library is a public place where attitude and appearance are important, and things need to be done accurately.
6. To maintain the dignity and integrity of the library with the public and respect patron confidentiality. I will not discuss any patron by name or their reading selections outside of the library.

Volunteer's Signature

Date

Staff's Signature

Date