

**Mulberry Public Library
Volunteer Application**

Date _____ Social Security Number _____

Name _____

Address _____

Phone _____ Cell Phone _____

Driver's License Number _____

Date of Birth _____

Employed? If yes Where _____

Are you required to fulfill a specific number of volunteer hours? _____

If so how many? _____

Do you have volunteer experience? Yes _____ No _____

If yes: where, for how long and what did you do? _____

Do you like to read? _____ What's your favorite book you've read in the past year? _____

Why do you think you'll be a good volunteer? _____

Availability for Volunteer Work: Days of the week _____

Times, morning/afternoon: _____

Physical limitations _____

Emergency contact: Name & phone _____

Relationship _____

Signature _____ date _____

DR. C.C. PEARCE MUNICIPAL LIBRARY VOLUNTEER PROCEDURES

THE BENEFITS of VOLUNTEERING for the LIBRARY

- Learn more about library services
- Expand your knowledge and skill
- Contribute to your community
- The knowledge that you are enabling staff to provide improved library services

LIBRARY MISSION STATEMENT

It is the mission of the Dr. C. C. Pearce Municipal Library to provide informational, educational, and recreational services to meet the needs of the greater Mulberry community.

PURPOSE OF VOLUNTEER PROCEDURES

The purpose of these procedures is to provide overall guidance and direction to staff and volunteers engaged in volunteer activities and management efforts. These policies are intended for internal management guidance only, and do not constitute, implicitly or explicitly, a binding contractual or personnel agreement. The Library reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

VOLUNTEER SERVICES PURPOSE STATEMENT

Volunteers are recognized as contributors to the accomplishment of the mission of the Dr. C. C. Pearce Municipal Library. The volunteer program supplements the efforts of paid library staff to provide quality library service. Volunteer service aids the library in making the best use of its resources. Volunteers are liaisons to the community and by their contribution are advocates of quality library service.

DEFINITION OF 'VOLUNTEER'

- A volunteer is a person who performs tasks for the Dr. C.C. Pearce Municipal Library without wages, benefits, or compensation (including travel expenses) of any kind.
- Volunteers do not replace paid staff, but enhance and extend their services, and are not considered employees of the Library.

RECRUITMENT

Volunteers will be sought through various sources. Because we rely upon our volunteers to help provide service, it is essential that a volunteer make a real commitment to the Library.

BECOMING A VOLUNTEER

A volunteer application and interview must be completed before anyone can serve as a volunteer at the library. The applicant will be asked to sign injury and background check release forms and the confidentiality statement included in these policies before acceptance as a volunteer. Volunteers are recruited and accepted based on their skills and abilities and the needs of the Library at any given time. Dr. C.C. Pearce Municipal Library does not guarantee that all volunteer applications will be accepted. While we appreciate every person who wishes to volunteer at the Library opportunities for voluntary work is limited.

TEEN VOLUNTEERS

The minimum age for volunteering shall be 16 years of age. Exceptions to the age requirement are at the discretion of the Library Director. Volunteers under the age of 18 shall require a parent or guardian's signature on the application and a release, releasing the City of Mulberry, Dr. C. C. Pearce Municipal Library, its employees, directors, board members or volunteers from any injury or damage suffered by the minor volunteer.

BACK GROUND CHECK

In order to ensure the safety of our users and our volunteers, it may be necessary at times to do background checks for certain positions. Each volunteer is asked to sign a release allowing us to do so if deemed necessary.

COURT ORDERED COMMUNITY SERVICE

The Dr. C. C. Pearce Municipal Library does not accept individuals on court ordered community service for volunteer activities.

NON-DISCRIMINATION

It is the policy of the Library to maintain a working environment free from all forms of discrimination or harassment, including that based on race, gender, color, ancestry, national origin, ethnicity, age, religion, or sexual orientation.

SERVICE AT THE DISCRETION OF THE LIBRARY

The library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time and for any reason terminate the relationship.

INSURANCE

Neither the City of Mulberry nor the Dr. C. C. Pearce Municipal Library will provide any medical, health, accident or worker's compensation benefits for any injuries sustained while functioning as a volunteer.

ATTENDANCE

Volunteers are expected to arrive at the library in time to begin volunteer activities as scheduled and to inform the library if they will be absent. Volunteers are expected to sign in and out on the volunteer hours record log.

APPEARANCE

During working hours, volunteers are expected to present a neat and clean appearance. Our volunteer program has no formal dress code, but we encourage volunteers to take your lead from the staff and dress appropriately for the scheduled duties and tasks.

IDENTIFICATION

Volunteers will be given a nametag. It should be worn whenever you're on duty and returned before leaving, so it will be here the next time you volunteer.

TELEPHONE and EQUIPMENT USE

Volunteers may be contacted at the library for important matters that cannot wait. Outgoing calls if necessary should be brief and quiet. Long Distance calls are not allowed. Library owned equipment and supplies are for Library use only and may not be used for personal business.

DIVERSITY

The Library serves a diverse group of communities. Discriminatory or racist comments, jokes, behavior or incidents will not be tolerated.

CUSTOMER SERVICE

Volunteers will come into contact with library patrons. It is important that volunteers maintain a professional, friendly demeanor at all times. Volunteers are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies, and procedures.

VOLUNTEER RIGHTS and RESPONSIBILITIES

Volunteers are viewed as a valuable resource to this library, its staff, and its patrons. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and remain loyal to the goals and procedures of the library.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all privileged information which they may be exposed to while serving as a volunteer whether this information involves single members of staff, volunteers, patrons, or other persons, or involves the overall business of the Library. This includes information about what materials a patron looked at, asked for, requested or checked out. Misusing, falsifying, or tampering with any patron record is prohibited. Violation of these library policies may result in immediate dismissal and/or other corrective action.

Volunteers must abide by all policies and practices of the Library and accept supervision of an assigned staff person.

Volunteers are to receive a copy of the Volunteer Policy upon commencement of assignment.

I _____, have read and understand the policies of the Dr. C.C. Pearce Municipal Library and by my signature agree to abide by all policies and practices of the Library.

Signature

Date

**AUTHORITY FOR RELEASE
OF INFORMATION
(Background Investigation Waiver)**



CJSTC
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Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized
Representative of Any Organization,
Institution or Repository of Records

APPLICANT'S NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER (Optional): _____

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: _____

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD-214, Report of Separation, to:

Section 768.095, F.S., titled Employer Immunity from Liability, disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(e) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature _____ Date _____

Applicant's Address _____

AFFIDAVIT

STATE OF _____ COUNTY OF _____

Before me personally appeared _____ who says that he/she executed the above instrument of his or her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, 20____. My Commission expires on _____, 20____. Personally Known _____ - or -

Produced Identification _____ Notary Public: _____

Type of identification produced: _____