

WILLIAMSBURG REGIONAL LIBRARY (WRL) VOLUNTEER APPLICATION

1. Review volunteer job descriptions on the library's web site prior to completing this application (www.wrl.org/depts/admin/volunteer.html) or contact the Library Volunteer Coordinator (259-4042).
2. COURT ORDERED. WRL accepts a limited number of community service volunteers through referral from the Department of Juvenile Services, York County, 4093 Ironbound Road, Suite C., Williamsburg, VA 23188. This agency serves James City County, Williamsburg and York County. The library **MUST** receive a referral prior to volunteering. **Do not complete this application for community service.**
3. COMPLETE APPLICATION. Incomplete applications will not be considered for volunteer opportunities. Volunteers must be age 16 or older, except with approval of a department volunteer supervisor.

Name (please print) _____

Address _____ State _____ Zip code _____

Telephone (H) _____ (W) _____ Email _____

Employed by _____

Education (check all that apply):

No degree High School College degree Graduate degree

Are you volunteering for a course requirement? Yes No

Are you volunteering to fulfill a community service or court mandated obligation? Yes No

I can volunteer in the (check all that apply): Williamsburg Library James City County Library
 Mobile Library Services Vehicle

Check all departments in which you wish to volunteer:

- | | |
|---|--|
| <input type="checkbox"/> Adult Services (Reference) | <input type="checkbox"/> Technical Services (Cataloging, James City County Library ONLY) |
| <input type="checkbox"/> Youth Services (Children) | <input type="checkbox"/> Program Services (Theatre/programs) |
| <input type="checkbox"/> Circulation Services (Checkout/check in) | <input type="checkbox"/> Friends of WRL (book sorting/sales) |

Check all skills/interests that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Shelf reading | <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> Shelving books |
| <input type="checkbox"/> Outgoing/Personable | <input type="checkbox"/> Computer fluent | <input type="checkbox"/> Book covering |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Internet fluent | <input type="checkbox"/> Understands Dewey Decimal System |
| <input type="checkbox"/> Envelope stuffing | <input type="checkbox"/> Good at filing | <input type="checkbox"/> Familiar w/ Williamsburg Library layout |
| <input type="checkbox"/> Multilingual | <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Familiar w/ James City County Library layout |
| <input type="checkbox"/> Help direct patrons | <input type="checkbox"/> Work independently | <input type="checkbox"/> Wear character costumes |
| <input type="checkbox"/> Follow directions well | <input type="checkbox"/> Neat and concise | <input type="checkbox"/> Can stand or sit for long periods of time |

Behind the scenes work

Measure, fold and cut accurately

Additional Skills

Additional Interests

Circle your expected length of commitment:

short term (3 month)

intermediate (6 to 9 months)

long term (over 9 months)

Availability

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Library (volunteer/work) experience Yes No ?

Please explain **ALL** volunteer experience? _____

What are your volunteer expectations? _____

List two references with contact information (please print):

Full Name	phone	address	relationship

Have you ever been convicted as an adult of any offense against the law including misdemeanors, felonies and traffic violations? Yes No

If yes, please describe what crime, date of conviction, location of court proceedings, and specific sentence (A conviction does not automatically mean your application will be declined).

Emergency contact Information:

Name _____ Phone _____

Volunteer's Signature

Date

I am 18 years or older

Parent/Guardian signature (if under 18)

For office use only

Staff receiving application _____ Date: _____

Location application was received (circle one): WL JCCL Bookmobile

WILLIAMSBURG REGIONAL LIBRARY

Volunteer Policy Statement

Williamsburg Regional Library volunteers provide support to staff by performing duties or tasks without wages or benefits. Volunteers do not take the place of staff but provide supplemental or special services.

Volunteers are accepted when their skills and abilities match specific needs within WRL. WRL does not guarantee that all volunteer applications will be accepted.

Volunteers are subject to the rules and regulations in the Volunteer Procedure Statement.

[Approved by WRL Board of Trustees February 26, 2003. Approved as amended by WRL Board of Trustees May 25, 2006; January 23, 2008]

WILLIAMSBURG REGIONAL LIBRARY
Volunteer Procedures

1. The Library's Volunteer Coordinator shall oversee the use of volunteers. Each division that uses volunteers shall designate a Volunteer Supervisor(s) to train, supervise, and evaluate volunteers. Volunteer Supervisors will keep accurate time sheets for all volunteers and submit to the Volunteer Coordinator monthly time sheets recording the hours worked by each volunteer.
2. All volunteers must complete a volunteer application form. Volunteers must be age 16 or older, except with approval of a division volunteer supervisor.
3. Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer for the Library.
4. The Volunteer Coordinator will keep applications for all active volunteers (divisions are responsible for forwarding applications to Volunteer Coordinator, as necessary). A position description will be submitted to the Volunteer Coordinator for all volunteer positions.
5. Volunteers will not divulge information from patron records. Misusing, falsifying, or tampering with any patron record is prohibited. Violation of these library policies will result in immediate dismissal.
6. The Library has a responsibility to ensure that the volunteer force augments staff effort while meeting the individual's need for a meaningful volunteer experience. If there is not a job available, the volunteer will be informed that his/her application will be kept on file for a minimum of one year and he/she will be contacted if there is an appropriate opening.
7. Volunteers are expected to wear identification badges when working for the Library. They shall have access to staff restrooms and lounge during their work hours. When volunteering, volunteers must follow division rules with regard to food and beverage in the Library.
8. Volunteers may not wear perfume, cologne, scented aftershave, strong smelling lotion or other products while at work. Offensive body odors also are prohibited. If a complaint is made volunteers will be asked to correct the situation.
9. During working hours, volunteers are expected to present a neat and clean appearance and to dress according to the requirements of their division.
10. Volunteers will be informally evaluated on an ongoing basis and will work under an at-will status and may be discharged without cause or notice.
11. Annually volunteers will be honored at a special event hosted by library staff. Other volunteer appreciation events may be organized periodically by library divisions. For every fifty hours worked by a volunteer, he/she will receive a Fifty-Hour Club membership, with the benefit of choosing a library item in which a bookplate noting the accomplishment is placed.
12. All volunteers are subject to any and all appropriate background checks.

I hereby acknowledge that I have read, understand, and will abide by the above Volunteer Policy and Procedures Statements.

Volunteer Signature

Date