

## 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](http://www.wrl.org/depts/admin/volunteer.html)) or contact the Library Volunteer Coordinator (259-4042).
2. COURT ORDERED community service volunteers under age 18 must contact Juvenile Services. Over age 18 they must contact Colonial Community Corrections. The library **MUST** receive a referral from one of these agencies prior to volunteering. Do not complete this application.
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    |
| <input type="checkbox"/> Behind the scenes work |  | <input type="checkbox"/> Measure, fold and cut accurately             |

Additional Skills

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Additional Interests

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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 found 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.

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Volunteer Signature

Date