

WILLIAMSBURG REGIONAL LIBRARY (WRL) VOLUNTEER APPLICATION

Review volunteer job descriptions on the library’s web site prior to completing this application (www.wrl.org/volunteer) or contact the Library Volunteer Coordinator (259-4042).

COMPLETE APPLICATIONS REQUIRED: Incomplete applications will not be considered for volunteer positions. Volunteers must be age 16 or older, unless specified otherwise in volunteer position description or with approval of a division volunteer supervisor.

Name (please print) _____

Mailing Address _____ State _____ Zip code _____

Telephone (H) _____ (W) _____ Email _____

Employer/School _____

Education (check all that apply):

- No degree
- High School
- College degree
- Graduate degree

Are you currently enrolled in school? Yes No What grade? _____

Are you volunteering for a course, honor society, or similar requirement? Yes No

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

I'll volunteer at (check all that apply): Williamsburg Library James City County Library
 Mobile Library Services

Please review the current list of available volunteer positions (www.wrl.org/volunteer), and enter up to three positions that you are interested in below. You must complete this section to be considered for a position as a WRL volunteer.

The volunteer position I am applying for is:

1. _____
2. _____
3. _____

Additional Skills

Additional Interests

Anticipated length of commitment:

- 3 months
- 6 to 9 months
- 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 expectations? _____

List two references and 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 _____ Telephone _____

Volunteer's Signature **Date**

I am 18 years or older

Parent/Guardian signature (if under 18)

Remember to review and sign the Volunteer Policy Statement and Procedures on page four (4) to this application.

For office use only

Staff receiving application _____

Date: _____

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 January 23, 2008. Reaffirmed by WRL Board of Trustees February 22, 2012. Reaffirmed by WRL Board of Trustees January 27, 2016]

Williamsburg Regional Library Volunteer Procedures (revised July 2017)

All volunteers must complete a volunteer application. Volunteers must be age 16 or older, except with approval of a division volunteer supervisor.

Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer for the library.

The volunteer coordinator reviews all volunteer applications and forwards them to the appropriate division volunteer supervisor(s). The volunteer coordinator keeps records of the volunteer hours for all volunteers. The volunteer coordinator keeps applications for all current volunteers.

Each division that uses volunteers will designate one or more volunteer supervisors to work with the library's volunteer coordinator. The volunteer supervisors train, supervise, and evaluate volunteers. Volunteer supervisors will keep accurate time sheets for all volunteers and submit monthly time sheets to the volunteer coordinator.

A volunteer who does not volunteer in the library for three consecutive months will be considered inactive and may be required to submit a new volunteer application prior to recommencing volunteer duties.

The library has a responsibility to ensure that the volunteer force augments staff efforts while meeting the individual's need for a meaningful volunteer experience. If no appropriate volunteer position is 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.

Volunteers must maintain the confidentiality of all library user records. Misusing, falsifying, or tampering with any user record is prohibited. Violation of these library policies will result in immediate dismissal.

Volunteers wear identification badges when working for the library. They will have access to staff restrooms and lounges during their work hours. When volunteering, volunteers must follow division rules with regard to food and beverage in the library.

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.

During working hours, volunteers are expected behave in a professional manner, presenting a neat and clean appearance and dressing according to the requirements of their division and the task.

Volunteers will be informally evaluated on an ongoing basis and will work on an at-will status. Volunteers may be discharged without cause or notice.

For every fifty hours worked by a volunteer, he/she will receive a Fifty-Hour Club membership, with the benefit of a bookplate being placed in a library item noting the accomplishment. Annually volunteers will be honored at a special event hosted by the library Board of Trustees and library staff.

All volunteers are subject to any and all appropriate background checks. Volunteers may be required to pay for a background check.

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

Signature

Date