



High School Student Volunteer Information

Thank you for your interest in volunteering in the Santa Rosa County Library System! Students interested in volunteering in one of our libraries should have general familiarity with the library, be willing to learn and follow library procedures, be able to work independently, and be accurate with details.

Because everyone working in a library environment has close contact with children of all ages, all library volunteers who are 18 years old or older are required to pass a background check conducted by Santa Rosa County at no charge to the volunteer applicant. If needed, a form will be provided.

Library Volunteer Service Eligibility:

Must be at least 16 years old

Must be working toward scholarship goals

Santa Rosa county libraries do not offer volunteer opportunities for students fulfilling community service requirements.

Documentation required:

Proof of high school status, scholarship goal participation, and date of birth

Library High School Student Volunteer Responsibilities:

- Maintain confidentiality of anything seen or heard from the general public or Library staff.
- Follow all Library policies and procedures and ask questions if anything is not understood.
- Be considerate and courteous to all Library employees, volunteers, and patrons.
- Keep schedules and perform assignments because the library staff depends on you.
- Avoid personal study, computer use, or excessive socializing while working.
- If you find that you cannot continue to volunteer in the library, please let the Library Manager know.
- Failure to follow library policies and guidelines will result in dismissal.

Assignment Summary:

- Maintain Library services areas, display areas, and meeting rooms, replenish supplies such as note paper and pencil supplies, move recycle items to recycle bins, count visitors as they enter, and similar tasks as assigned.
- Student volunteers are restricted from functions that would allow access to staff computers or customer records, per Florida law for Library record privacy and confidentiality.
- Shelve library materials.
- Student volunteers spend a great deal of their time on their feet or moving around.

Note: In keeping with Florida law regarding protection of privacy and confidentiality of library customer records, access to functions that would allow access to staff computers or customer records is restricted from all volunteers.



High School Student Volunteer Application

Please Print

Student Name: _____ Home Phone: _____

Home Address: _____

City/State/Zip: _____

Social Security Number: _____ Birth Date _____

Scholarship Program: _____

Assignment and Schedule Information

Student Volunteers may work during the following hours at each Library:

Monday-Friday 10:00-5:00
Saturday: 10:00-12:00

Volunteer Location

Gulf Breeze Jay Milton Navarre Pace

Please State your availability – Days and Hours:

Student Signature _____ Date _____

Parent or guardian permission is required before students under the age of 18 may volunteer in a Santa Rosa County library. By signing this form, the parent/guardian is granting permission for the above named student to volunteer in a Santa Rosa County library as part of his/her scholarship requirement goals.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____