



Library Volunteer Service Application – July 2011

Thank you for your interest in volunteer service for the Santa Rosa County Library System.

Information contained in this form will be used to match your interests and abilities with available Library volunteer opportunities and will be kept confidential.

Because everyone working in a Library environment has contact with children of all ages, all Library Volunteer applicants are required to pass a background check conducted through the Santa Rosa County Board of County Commissioners Risk Management Office.

The information you provide in this application will be kept confidential and used to conduct the background check. Cost of the background check will be paid by Santa Rosa County.

Submit your completed application to the Library Manager at your local Library or through the e-mail address libraryvolunteer@santarosa.fl.gov, also found on the application.

The Santa Rosa County Library Volunteer Coordinator works closely with Library Director and Library Volunteers to ensure library policies and procedures are followed. The Coordinator will contact you regarding your assignments, training, schedule and the required orientation session to cover details about volunteer work at the Library.

You may contact the Library Volunteer Coordinator at libraryvolunteer@santarosa.fl.gov

Library Volunteer Service Eligibility: Library volunteers must be at least 18 years old, a resident of Santa Rosa County, and have an approved background check as mentioned above.

Library Volunteer Responsibilities: The Library provides required training for all volunteers, an investment of time and resources by the Library and by the volunteer. Please carefully consider your commitment to the Library to keep your schedule and perform your assignment because once you are trained, your Library will depend on you. Volunteers must:

- Follow all Library policies and procedures.
- Maintain confidentiality of anything seen or heard from the general public or Library staff.
- Ask questions if unfamiliar situations occur or if procedures are not understood.
- Be considerate and courteous to all Library employees and volunteers.
- Keep schedules and perform assignments because the Library staff depends on you.
- Meet appropriate dress and grooming standards consistent with Library guidelines.
- Avoid personal business, study, computer use, or excessive socializing while working.
 - If volunteers do not comply, they will be dismissed from volunteer service.

Library Volunteer Assignment Descriptions are found at the end of this document. Please select from the 5 categories and state on your application: 1) General Support, 2) Genealogy, 3) Grounds and Maintenance, 4) Technology, 5) Youth Services.

NOTE: The Library does not accept volunteer work for community service fulfillment.



Submit this Application and Background Check Application to Library Manager or find application on library website, save as your document, complete, save again and **Email to** libraryvolunteer@santarosa.fl.gov

Information Required For Your Application

Name: _____ Email: _____

Home Address – Street: _____

City, State, Zip: _____

Phone: _____ Alternate Phone: _____

Information Required For Your Assignment and Schedule:

When will you be available to begin? _____

How long will you be available to serve? _____

See Volunteer Assignment Descriptions; select your preference: _____

Select **Library Location(s) Preference:**

Gulf Breeze	Jay	Milton	Navarre	Pace
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Volunteers may work during the following hours at each Library:

Monday: Navarre: 10:00-6:00; All Other Libraries: 9:00-5:00

Tuesday and Wednesday: Navarre: 10:00-6:00; All Other Libraries: 11:00-7:00

Friday: All Libraries 9:00-5:00 **Thursday and Saturday:** All Libraries: 9:00-1:00

Please State your availability – Day and Hours: _____

Can you commit to a schedule of at least 2 days per week of 2 hours for 3 months? _____

Have you ever been convicted of a felony: Yes _____ No _____

If yes, give dates and explanation (attach additional pages if necessary). A conviction will not necessarily disqualify you for being approved as a Library volunteer. _____

In case of Emergency, Please notify:

Name/Relationship: _____ Phone: _____

Personal References – Please give name and information for two references:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Signature: _____ **Date:** _____

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LIBRARY VOLUNTEER PROGRAM BACKGROUND CHECK

Submit this Required Information with Your Application.

Information Required for Your Background Check - Complete and Sign

NOTE: Your required background check does not include a credit check. Federal legislation regarding background checks is embedded in the Fair Credit Reporting Act – which is why this form includes Fair Credit Language. Your background check is a criminal background check, not credit check.

PRE-ADVERSE ACTION DISCLOSURE UNDER THE FAIR CREDIT REPORTING ACT (FCRA)

All applicants are hereby notified that SANTA ROSA COUNTY may obtain one or more reports which contain information concerning applicant’s criminal history. This information will be used for volunteer determination purposes.

SANTA ROSA COUNTY may obtain and use Consumer Reports from a Consumer Reporting Agency for the purpose of considering whether or not to utilize you for volunteer services. If SANTA ROSA COUNTY uses the information in the Consumer Reports in making a decision that adversely affects you, you will be provided a copy of the Consumer Reports before this decision is final, and you will also receive a copy of your rights under the FCRA as a Consumer in relation to Consumer Reports and Consumer Reporting Agencies.

As a volunteer applicant you are a Consumer with rights under the Fair Credit Reporting Act (FCRA). You may also contact the Federal Trade Commission about your rights under FCRA.

AUTHORIZATION UNDER THE FAIR CREDIT REPORTING ACT

By signing this Authorization, I, hereby voluntarily authorize SANTA ROSA COUNTY and their agents to obtain criminal history reports when making a decision in regard to my application for volunteer services. I understand that I have rights under the FCRA. I acknowledge that I have received a copy of the Summary of Consumer Rights.

I hereby release and hold harmless SANTA ROSA COUNTY, any libraries, their employees, officers, and agents, from any liability resulting from a background screen.

SIGNATURE: _____

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP CODE:** _____

SOCIAL SECURITY NUMBER – All nine (9) digits: _____

DRIVER’S LICENSE NUMBER: _____

COMPLETE DATE OF BIRTH: _____

TODAY’ S DATE: _____

LIBRARY VOLUNTEER ASSIGNMENT DESCRIPTIONS

1. Library General Support Volunteer - Location: All Libraries

Requirements: General familiarity with the Library, willingness to learn and follow Library procedures, ability to work independently with.

- Greet customers at Library entrances and promote friendly image of the Library.
- Provide directions for Library customers.
- Maintain Library service areas, display areas, and meeting rooms in tidy and clean order.
- Assist with Library programs, activities, and events.
- Shelve Library materials after certification through a Library training program.
- NOTE: Florida law provides for privacy and confidentiality of Library customer records; therefore, volunteers are restricted from access to staff computers and functions.

2. Library Genealogy Volunteer - Location: Milton Library

Requirements: General familiarity with the Library; willingness to learn and follow Library procedures, ability to work independently with accuracy; knowledge of genealogy resources and computer sources is desirable.

- Clipping, copying, and preparing materials for collection; shelve and tidy collection.
- Assist customers with locating and using Genealogy sources.

3. Library Grounds and Maintenance Volunteer - Location: All Libraries

Requirements: General familiarity with the Library; willingness to learn and follow Library procedures, ability to work independently with accuracy; skills and interest in grounds maintenance, physical ability to work safely outside.

- Tidy outside areas, weed plants, pick up trash, sweep sidewalks and entryways, water indoor plants, monitor the Library and grounds for problems.

4. Library Technology Assistant Volunteer - Location: All Libraries

Requirements: General familiarity with the Library; willingness to learn and follow Library procedures, ability to work independently with accuracy; skills and interest in technology.

- Assist customers with use of web browsers, e-mail accounts, and basic office programs such as Office, Excel, PowerPoint – develop, save, retrieve, and edit documents.
- Assist customers with searching web sources such as job sites.
- Assist with using self service stations for borrowing, printing, and computer reservations.

5. Library Youth Program Volunteer - Location: All Libraries

Requirements: General familiarity with the Library; willingness to learn and follow Library procedures, skills and interest in youth programs and events.

- Assist with youth groups at preschool story time and other youth activities.
- Assist with set up and clean up for youth programs.
- Assist in creating materials needed for youth programs and activities.