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Library Volunteer Service Application

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. *Because everyone working in a library environment has close contact with children of all ages, all library volunteers 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 is \$32.45 and will be paid by the County.*

Library Expectations: All library volunteers must be trained by the Library, requiring an investment of time and effort. Please carefully consider if you can commit to the Library and keep your schedule or perform your assignment because your Library depends on you.

Submit your completed application to the Library Manager at your local library and you will be contacted by the Volunteer Coordinator for an interview and orientation session.

The Santa Rosa County Library Volunteer Coordinator will work closely with the Library Director and Volunteers to coordinate volunteer assignments and schedules with library needs, maintain all relevant records regarding volunteer activities, and provide volunteer policy and procedures. You may contact the library volunteer at libraryvolunteer@santarosa.fl.gov

Volunteer Responsibilities

- Maintain confidentiality of anything seen or heard from general public and staff
- Ask questions about things you do not understand or if you confront unfamiliar situations
- Be considerate and work as a team member with all employees and other volunteers
- Keep schedules and perform assignments because the library staff depends on you
- Avoid personal business and excessive socializing while working as a Library Volunteer

Volunteer Assignments – for details, refer to Job Descriptions – examples include:

- Greet customers at library entrances – provide a positive and friendly image for the library – direct customers to various parts of the library
- Maintain library, meeting rooms, service desks, magazine/newspaper shelves, and customer areas in good order, appearance, and cleanliness
- Assist with library activities and events when requested
- Relocate and label new books and special displays
- Maintain community bulletin boards and displays, note paper/pencil supplies, recycling

NOTE: Shelving books accurately is one of the most important functions of the library and only volunteers who are well trained may participate in shelving. To maintain privacy and confidentiality of borrower records prescribed by Florida law, volunteers are not allowed to perform functions that would allow access to customer records such as circulating materials or use library staff computers.

Volunteer Dismissal - Library volunteers may be dismissed for reasons including:

- Failure to follow library policy, procedures, or guidelines
- Lack of commitment in keeping schedules or performing assignments
- Negative attitude with public, employees, or other volunteers
- Excessive socializing with employees and library visitors

Volunteer Applicant Orientation: The Volunteer Coordinator will contact you with information about the required orientation session which will cover details about volunteer work at the library.

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 Job Descriptions on page 4-5 and Select the Number: _____

Circle Library Location Preference (all that apply)

Gulf Breeze Jay Milton Navarre Pace Library Administration

Library Hours: Mon., Tues., Wed.: 9:00 –7:00; Thurs.: 9:00-1:00
 Fri.: 9:00-4:00 Sat.: 9:00-1:00 Sunday: Closed

Availability – Circle all that apply and enter time for that day. *Some assignments may not require a set schedule, but can be taken care of on a flexible schedule.*

Mon. /Time: _____ Tues. /Time: _____ Wed. /Time: _____
 Thurs. /Time: _____ Fri. /Time: _____ Sat. /Time: _____

Would you work on an “On Call” basis when needed? Circle one: YES NO
 Specify any time you can NOT work on call: _____

Work/Volunteer Experience, including any special skills that would apply to the library:

Why do you want to volunteer at the Library? _____

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 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:** _____

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

Information for You Regarding Your Background Check – Which Must be Signed Before Your Background Check can be Conducted

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: _____

VOLUNTEER JOB DESCRIPTIONS

The following applies to all Library Volunteer Job Descriptions:

Santa Rosa County Background Check Required at no cost to Volunteer

Length of Commitment: 3 months or more; **Time Involvement:** 2 hours or more weekly;

Qualifications include, but are not limited to:

- General Library familiarity
- Learn and follow library processing procedures
- Work independently and follow directions
- Accuracy with details
- Basic computer skills
- E-Mail preferred for easier contact by volunteer coordinator

Library Expectations include, but are not limited to:

- Maintain confidentiality of anything seen or heard from general public and staff
- Be considerate and work as a team member with all employees and other volunteers
- Keep schedules and perform assignments because the library staff depends on you
- Avoid personal business and excessive socializing while working as a Library Volunteer

Individual Job Descriptions:

Volunteer Job Description # 101: Library Support Volunteer

Location: All Libraries

Supervisor: Library Manager

Position Summary: Provides support for welcoming patrons, maintaining library's physical attractiveness, and keeping order in library areas

- **Major Responsibilities** include, but are not limited to: (may be assigned separately)
- Greet customers at library entrances – provide a positive and friendly image for the library – direct customers to various parts of the library
- Maintain library, meeting rooms, service desks, and customer areas in good order, appearance, and cleanliness
- Straighten magazine and newspaper shelves
- Assist with library activities and events when requested
- Relocate and label new books and special displays
- Maintain community bulletin boards and displays, note paper/pencil supplies,
- Maintain cleanliness of bookshelves, computer desks, computer keyboards, desk areas, and other work areas
- Remove recycle items to recycle bins
- Water plants, if applicable
- Count library visitors as they enter the library (when requested)

Volunteer Job Description # 102: Library Genealogy Volunteer

Location: Milton Library

Supervisor: Library Genealogy Coordinator

Position Summary: Assists patrons in the use of genealogy materials and computer databases.

Specialized qualifications:

- Interest in Genealogy and demonstrated knowledge of genealogy sources
- Basic computer skills and knowledge of using library catalog and library services

Major Responsibilities include, but are not limited to:

- Photocopying materials for the genealogy collection
- Shelving materials and keeping shelves straightened
- Clipping newspaper articles
- Assist customers with locating sources

Volunteer Job Description #103: Library Grounds and Outside Maintenance

Location: All libraries

Supervisor: Library Manager

Position Summary: Tidy outside areas around the library and monitor grounds for problems such as sprinklers not working properly

Major Responsibilities include, but are not limited to:

- Weed Flowerbeds
- Waters plants when no sprinkler system
- Sweeps sidewalks
- Picks up trash

Specialized Qualifications:

- Physical ability to perform duties as described above

- Some knowledge of plants desirable

Volunteer Job Description #104: Library Administration Volunteer

Location: Library Administration Center **Supervisor:** Library Director / Library Coordinators

Position Summary: Performs duties as requested for administration and processing

Major Responsibilities include, but are not limited to:

- Photocopying projects
- Labeling, stamping, and covering library materials
- Unpacking materials and checking packing slips against invoices
- Clipping newspaper articles

Volunteer Job Description # 105: Library Youth Program Volunteer

Location: All Libraries **Supervisor:** Youth Services Coordinator or designated employee

Position Summary: Provides support for youth coordinator for activities and programs

Major Responsibilities include, but are not limited to:

- Participate as an additional person in preschool story time and in afternoon youth programs or other youth activities to help youth staff manage youth groups
- Assist with clean up following youth programs
- Assist in creating materials needed for youth programs and activities under the direction of the Youth Services Coordinator or designated employees

Volunteer Job Description #106: Library Afternoon Monitor Volunteer

Location: All Libraries **Supervisor:** Library Manager

Position Summary: Assists library staff with monitoring halls, restrooms, library areas, and grounds during busy times after school

Major Responsibilities include, but are not limited to:

- Monitor areas to control cleanliness and mischief
- Make routine checks of restrooms as prevention for mischief
- Check grounds as prevention for mischief

Volunteer Job Description # 107: Foundation Administrative Assistant Volunteer

Location: Library Administration Center – Foundation Office **Supervisor:** Foundation Board

Position Summary: Clerical/administrative support for the Library System Foundation

Major Responsibilities include, but are not limited to:

- Enters data in to donor database(training provided)
- Types, proofreads
- Prepares mailings, brochures
- Disseminates information to board members
- Assists with records management

Specialized Qualifications include, but are not limited to:

- Word processing skills
- Attention to detail
- Proofreading experience preferred

Volunteer Job Description # 108: "On Call" Volunteer

Location: All Libraries **Supervisor:** Library Manager

Position Summary: Instead of keeping a regular schedule, the "on call" volunteers would be emailed or called when a special short term project arises that needs immediate attention.

Major Responsibilities include, but are not limited to:

- Special programs or events
- One time projects; example - processing books
- Compilation of brochures or mail outs
- Rearranging library fixtures or materials
- Count library visitors as they enter the library
- Other similar tasks as needed

Specialized Qualifications include willingness to work on flexible schedule and perform various tasks for library needs