



Library Volunteer Information

Thank you for your interest in volunteering for the Santa Rosa County Library System! The information you provide to us will assist us in matching your interest 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, which will be conducted by Santa Rosa County at no cost to the volunteer. You will need to complete the background check form found at the end of this document and return it to the Library Manager. Once your background check is approved, you will be contacted by the Library Manager to schedule a training session.

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.
- The library does not offer volunteer service to fulfill community service requirements.

Library Volunteer Responsibilities:

- Follow all library policies and procedures.
- Maintain confidentiality of anything seen or heard from the general public or library staff.
- Ask questions about things you do not understand or if you encounter unfamiliar situations.
- Be considerate and courteous to all library employees, volunteers, and patrons.
- 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.
- Please let the Library Manager know if you cannot continue to perform your assigned duties or if you will be unable to continue to volunteer.
- Failure to consistently keep schedule or violation of library policies/guidelines will result in dismissal.

Library Volunteer Assignment Descriptions are found below.

Examples of assignments include: greeting customers at Library entrances and promoting a positive and friendly image for the Library; directing customers to various parts of the Library, assisting with maintenance of meeting rooms, service and display areas, and assisting with programs and events. Please read the descriptions below and indicate the assignment(s) that interests you on the Volunteer Application Form.

VOLUNTEER ASSIGNMENT DESCRIPTIONS

General Support Volunteer:

Someone interested in this area should have wonderful customer service skills.

- Greet customers at Library entrances and promote a positive and friendly image of the Library, direct customers to various parts of the library, count visitors as they enter.
- Maintain Library service areas, display areas, and meeting rooms in tidy and clean order.
- Assist with Library programs, activities, and events.
- Monitor areas and routinely check restrooms to control cleanliness and mischief.
- Shelve Library materials after certification through a Library training program.
- 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 volunteers.

Genealogy Volunteer:

Someone interested in this assignment should have general familiarity with the library and have interest in and knowledge of Genealogy materials and research, be willing to learn and follow library procedures, be able to work independently, and be accurate with details. Knowledge of Genealogy computer resources is desirable.

- Assist with clipping sources, copying materials, preparing materials for collection, shelving, and tidying collection.
- Assist customers with locating and using Genealogy sources.

Library Grounds and Maintenance Volunteer:

Someone interested in this assignment should have general familiarity with outside and grounds maintenance, like to work with weeding plants and tidying outside areas, and be physically able 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

Library Technology Assistant Volunteer:

Someone interested in this assignment should have general familiarity with library computer services and customer information needs, have knowledge about general technology, and be interested in assisting people with basic computer questions and skills.

- Help customers set up e-mail accounts and learn to use them.
- Instruct customers on use of web browsers and basic office programs such as Office, Excel, and PowerPoint – develop, save, retrieve, and edit documents.
- Instruct customers on use of job searching web sites.
- show customers how to use PC self reservation and coin/bill machines to pay for printing, photocopiers, and use other self service tools such as self checkout.

Library Youth Program Volunteer:

Someone interested in this assignment should have general familiarity with the Library and its youth programs, and have interest in assisting with youth programs and events.

- Attend preschool story time and other youth activities to help manage youth groups.
- Assist with set up and clean up for youth programs.
- Assist in creating materials needed for youth programs and activities under the direction of the Youth Services Coordinator or designated employees.



Volunteer Application Form

Please Print

Name: _____ Email: _____

Home Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Assignment and Schedule Information

Volunteers may work during the following hours at each Library:

Monday-Friday 10:00-5:00

Saturday: 10:00-12:00

Volunteer Assignment Preference (Circle all that Apply)

General Support Genealogy Grounds Technology Youth

Volunteer Location Preference (Circle all that apply)

Gulf Breeze Jay Milton Navarre Pace

Please State your availability – Days and Hours:

When will you be available to begin? _____

How long will you be available to serve? _____

Have you ever been convicted of a felony? _____ If yes, please explain on back of form. A conviction will not necessarily disqualify you from library volunteer service.

In case of Emergency, Please notify:

Name _____ Phone _____

Personal References:

Name: _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Signature _____ Date _____



Volunteer Background Check

Santa Rosa County requires a background check for all persons who will come into contact with children (under 18 years of age) in any county facility, including the Santa Rosa County Library System facilities. You are required to complete and sign this form before your background check can be conducted. Fair Credit Language is included in this form because Federal legislation regarding background checks is embedded in the Fair Credit Reporting Act. Your background check is a criminal background check, not a 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.

Santa Rosa County may obtain and use Consumer Reports from a Consumer Reporting Agency for the purpose of considering whether or not to utilize your 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 an 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 Report Act:

By signing this authorization, I hereby voluntarily authorize Santa Rosa County and its agents to obtain criminal history reports.

I hereby release and hold harmless Santa Rosa County, its libraries, employees, officers, and agents from any liability resulting from a background screen.

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Driver License Number (Including State) _____

Complete Date of Birth: _____

SOCIAL SECURITY NUMBER: _____

DATE: _____

If *Friends of the Library* please circle which library:

Gulf Breeze

Jay

Milton

Navarre

Pace