



Buda Public Library Volunteer Application

Name _____

Address _____ City _____ Zip Code _____

Phone number _____ Email _____

Reason for volunteering:

School assigned (disciplinary) _____ School assigned (non-disciplinary) _____

Court assigned _____

Voluntary _____

Other (please specify) _____

Number of hours needed: _____ Needed by _____

What do you have experience with?

_____ Computers (specify programs): _____

_____ Shelving books

_____ Crafts

_____ Housekeeping

Have you ever worked in a library as a staff member or as a volunteer? _____

Would you prefer to work directly with the library users? _____

Do you have any physical limitations? _____

Signature

Date

Staff Review:

Signed Agreement _____ Documentation _____ Scheduled _____

Other _____



Volunteer Agreement

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as library employees. This includes being respectful to all library staff and patrons, dressing appropriately, and working diligently at assigned tasks.

Volunteers must be at least 13 years of age, unless approved by the Director or Assistant Director.

Volunteers completing court or school-ordered restitution will be required to provide a copy of their paperwork from the court or school detailing the offense and community service hours required. This will be required for each separate offense.

Library staff will schedule volunteers based on the library's need for volunteers, starting with up to a two (2) hour shift.

Once a volunteer is scheduled, library staff save the time slot and design duties for that individual. If you are not able to come when scheduled, please call the library at least an hour before your assigned time. Volunteers that repeatedly do not come at their assigned times with no prior notice will not be put on the schedule.

Volunteers will put their cell phones, mp3 players, and all other personal belongings in the office before signing in. If there is a situation where a volunteer needs to keep a phone on their person, it needs to be discussed with the Director or Assistant Director before signing in.

I understand and agree to follow these guidelines. I understand that infractions of these guidelines may result in not being permitted to volunteer for the Buda Public Library in the future.

Volunteer

Parent (if volunteer is under 18 years of age)