

**Volunteer Application Form
Barrington Public Library**

All volunteers under the age of 18 must have this form signed by a legal guardian
BEFORE volunteering at the public library.

Volunteer's Full Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____ Date of Application: _____

Age: _____ Occupation: _____ E-mail address: _____

Guardian's Name/Signature: _____ Permission to Volunteer: _____ (if under 18)

If Age 14 or 15, work papers on file: _____ Yes (You may not volunteer if these papers are not on file...they may be procured from the SAU in which you go to school)

Emergency Contact Name _____ Phone # _____

Why Are You Interested In Volunteering? Please check any that apply

(No Court Appointed Volunteers Accepted)

School Requirement _____ Boy/Girl Scouts _____ Work Training Program _____

Retired _____ RSVP Program _____ Other _____

Will you be requiring accommodation? _____ Yes _____ No

Will an aide be with you when you are volunteering? _____ Yes _____ No

What Are You Interested In Helping Out With?

Office Work _____ Data Input Projects (*previous computer skills required*) _____ Processing Materials _____

Inventory/shifting books on Shelves _____ Organizing/Putting Books in order _____ Weeding/Outdoor work _____

Craft/Story Time Helper _____ Outreach Programs _____ Maintain Library Scrapbook _____

Occasional Helper at Events _____ Scanning Historical documents _____ Create Topical Book Displays _____

Creating & Leading a Project/Starting a "Club" (Chess, scrabble, etc.) _____

Pulling/Cleaning DVDs _____ Other _____

You MUST make a time commitment

We depend on our volunteers to be here when they say they will be here to do jobs we have prepared for them. **It is ESSENTIAL that you can commit to work a schedule of your choice and call out when you can't be here.**

I can volunteer (Please give time frames each day you could volunteer):

Mondays: _____

Thursdays: _____

Tuesdays: _____

Fridays: _____

Wednesdays: _____

Saturdays: _____

Regularly Each Week: _____ Hours for _____ Weeks

Work a One-Time Project/Event _____

Summers Only _____

Winters Only _____

Library/Related Experience (if any):

Interview date: _____ Volunteer Accepted _____ Declined _____ Duties: _____

I hereby attest that my attendance and involvement in activities undertaken for the Barrington Public Library are voluntary and that I am not entitled to compensation for any services I provide. In addition, I agree to keep confidential all patron information. If I qualify for volunteer service I agree to abide by the rules set forth in the library volunteer policy.

Signed _____ Date _____

Do You Need To Have Hours Tracked For Verification By Another Agency/school? Yes _____ No _____

It is your responsibility to track your hours and have your library supervisor initial them. You must sign in when you arrive and sign out with your supervisor's initials at the end of your day. The library will not be responsible for tracking your hours should you forget to check in or leave without checking out. There will be a binder behind the circulation desk with all current volunteer forms in alphabetical order by last name. Simply grab the binder, date and sign in. When you are done, get the binder and sign out, get it initialed and initial it yourself. We also use this to track the number of volunteer hours the library uses; please do this each time you volunteer.

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