



GARDEN CITY
PUBLIC LIBRARY

Date: _____
Volunteer
Coordinator: _____

VOLUNTEER APPLICATION

Name: _____

Address: _____

Phone: _____ Email: _____

Preferred Job? _____

Preferred hours? _____

Any physical limitations you wish to share: _____

Please list two non-family references that we might contact:

1. _____ Phone: _____

2. _____ Phone: _____

Emergency Contact: _____ Relation: _____

Address: _____

Phone: _____ Email: _____

Hospital Preference (optional): _____

Have you ever been convicted of a criminal offense: __No __Yes

I understand:

- The Library will designate a Volunteer Coordinator to oversee volunteers. A staff member in each department will train and direct volunteers.
- Volunteers will not take the place of paid staff. They will provide special and supplemental services.
- Volunteers may not staff public service desks, use staff computers, or access patron Library records.
- Volunteers must fill out an application, which includes a City of Garden City Volunteer Waiver. Active applications will be stored under lock and key by the Volunteer Coordinator. Applications will be kept for five (5) years after separation, and then shredded, as per the City of Garden City retention policy.
- Volunteers must be at least fourteen (14) years of age. Parents or guardians must sign a consent form for children under eighteen (18) years of age.
- Volunteers must record their hours of service in the "Volunteer Log Book".
- Volunteers must wear a badge or lanyard while working; in order to identify them as volunteers.
- Volunteers are expected to follow the same work, dress, and behavior codes as employees and patrons.
- Volunteer hours may be limited by the projects occurring and the amount of staff supervision time available.
- Library Director approval is required prior to accepting volunteers requiring court-ordered community service.
- Both the volunteer and the Library have the right to terminate the volunteer at any time, for any reason, with or without cause.
- I understand that there is no compensation for volunteer services at Garden City Public Library

Volunteer

Date

If under 18 years old, Parent/Guardian

Date

Volunteer Coordinator

Date