



Volusia County Public Library  
Library Volunteer Application Form

Please print clearly and complete each section. Under 18 requires parent's signature.

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Birth Month/Day \_\_\_\_\_ Age (if under 18) \_\_\_\_\_

Person to contact in the event of any emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Previous Work, Volunteer, or Computer Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Library Volunteer Availability

How many hours do you wish to work each week \_\_\_\_\_?

I will be available to volunteer beginning date: \_\_\_\_\_.

Which branch location do you prefer \_\_\_\_\_?

I am available for Volunteer Service: (Please check all days/times that apply.)

|           | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|--------|---------|-----------|----------|--------|----------|
| Morning   |        |        |         |           |          |        |          |
| Afternoon |        |        |         |           |          |        |          |
| Evening   |        |        |         |           |          |        |          |

Volunteer Interests - Please check all that apply. Activities may not be available at all times or at all locations.

- Audio/Visual Repairs and Cleaning
- Processing of Materials
- Book Mending
- Book Sale
- Check-In Materials
- Patron Check-Outs
- Shelf Reading
- Shelving of Materials
- Telephoning Patrons for Materials on Hold
- Children's Department

References - Please list two references with phone numbers and e-mail.  
Use "Relationship" to indicate how you know each reference. (Employment, school,  
previous volunteer references preferred.)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted, pleaded guilty or nolo contendere (no contest) to a  
misdemeanor or felony?

Yes       No

(The applicant does not have to disclose information regarding a misdemeanor arrest, detention or disposition where  
a conviction did not result.)

If yes, describe the crime \_\_\_\_\_

Date and Location \_\_\_\_\_

Please be aware of the following ADA Requirements.

**Physical Demands:** Light to medium work. Ability to see, hear, talk; finger dexterity.  
Ability to lift (10 lbs.), carry, bend, reach, and kneel.

**Mental Demands:** Ability to read and comprehend professional procedures, memos,  
policies, and safety instructions. Ability to speak clearly, concisely relate information,  
details and procedures to laymen. Ability to perform basic mathematical functions and to  
understand basic currency transactions.

**Environment Demands:** Inside work.

**Please sign below when you have read and understood all statements on all four pages.**

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the County of Volusia from any liability for supplying such information.

I understand that the County of Volusia reserves the right to screen volunteers, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Library.

I understand that I will not be paid for my services as a volunteer and I am giving my time freely to the Library.

I understand that my volunteer service may end at any time for any reason with or without cause and with or without notice.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if the applicant is under age 18.)

Library Use Only:    Interviewed:                      Briefed:                      Placement:

*Last update 05/2009*