



# Volunteer Interest Form

This form is **not** to be used for teens applying to volunteer as part of the summer reading program.

Thank you for your interest in volunteering at Cornwall Public Library. Please read our Volunteer Policy on the back of this form and please fill out this form. A library representative will contact you.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Library card#: \_\_\_\_\_

What kind of work do you enjoy doing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When are you available (days and hours)? \_\_\_\_\_  
\_\_\_\_\_

Is this volunteer work court-ordered?      Yes    No

Are you 18 years old or older?    Yes                  No

If you are under 18, what is your age? \_\_\_\_\_

Volunteers who are under the age of 18 need to have signed parental consent.

I have read and agree to the volunteer policy on the back of this page. I further agree that, if I become a volunteer of the Cornwall Public Library, I will be bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. I understand that the Cornwall Public Library has a right to terminate my volunteer working association with the library at any time, for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Volunteer Policy

It is the policy of the Cornwall Public Library to encourage community-minded people to serve as volunteers. Volunteers' energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations.

Volunteers who apply to work in the library are required to fill out either a Volunteer Interest Form or a Summer Teen Volunteer application. Applications for the Summer Teen Volunteer program are only available in the spring and often have a deadline for submission. Please check with the Children's Department for more information about the Summer Teen Volunteer program. Volunteers must have a library card and be in good standing with the Ramapo Catskill Library System. Before commencing work at the library, all volunteers are also required to fill out a Volunteer Information Sheet which will be kept on file. Parents/ guardians of volunteers under the age of 18 must sign a consent form for their children to perform volunteer service hours at the library.

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.

Volunteers are also bound by all of the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are considered "at will" volunteer employees of Cornwall Public Library and the library reserves the right to terminate a volunteer's working association with the library at any time, for any reason.

Volunteer applicants may be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments. Volunteers are coordinated by the Library Director, or her designee. The Library Director is authorized to create and amend procedures to support this policy.

Volunteers are asked to record their hours of service in the "Volunteer Log Book" located at the circulation desk.

The library accepts volunteers requiring court ordered community service at the discretion of the Library Director. The library will only allow non-violent offenders to do court-ordered volunteer work in the library.

The library staff and its volunteers work together for mutual satisfaction and for the benefit of the library and the community.



# Parental Permission Form for **Volunteers** under **18 years old**

Please print:

Name of volunteer: \_\_\_\_\_

Name(s) of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Emergency contact information (please provide emergency phone numbers, cell phone numbers, work phone numbers of volunteer's parents / guardians to be used in case of an emergency):

\_\_\_\_\_

\_\_\_\_\_

Volunteer's birth date (month/date/year): \_\_\_\_\_

Volunteer's school: \_\_\_\_\_

Parental consent:

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ to volunteer at the Cornwall Public Library. I agree to be responsible for providing my child with transportation to and from the library so that he/she can fulfill his/her volunteer commitments and responsibilities. I agree that it is my responsibility to inform the Library Director if I no longer give my permission for my child to volunteer at the library. I confirm that both I and my child have read the library's Volunteer Policy.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date