Clifton PUBLIC LIBRARY

YOUNG ADULT VOLUNTEER APPLICATION

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

EMAIL (NO SCHOOL EMAIL): _____

SCHOOL: _____

Volunteers must be 16 years and older to volunteer in the children's room, those 14 years and older must be considered by appropriate staff for volunteering.

AGE: _____

PLEASE INDICATE WHICH LOCATION YOU ARE INTERESTED IN VOLUNTEERING

Main Library ☐ Allwood Branch ☐

PLEASE SELECT HOW MANY TOTAL HOURS YOU ARE COMMITED TO VOLUNTEERING

☐ 0-10 HOURS ☐ 10- 20 HOURS ☐ 20+ HOURS/ ONGOING

Volunteer hours are limited to (1) hour per week unless other arrangements have been made with library staff.

Special Skills:
Please include any special skills you may have as this will help place you in specific program opportunities

_____
_____
_____
_____

Official letters for volunteer hours will only be given to volunteers who complete a minimum of 10 hours.

Photo Release:
I give my permission to be photographed by the staff of the Clifton Public Library. This photograph(s) will not identify me by name. Photographs taken are intended to be used on the Clifton Public Library's Internet website. The pictures will help to highlight some of the services and programs provided by our Library in our community, and may also be used to publicize the Library.

SIGNATURE OF VOLUNTEER: _____

SIGNATURE OF PARENT OR GUARDIAN: _____

POLICIES AND PROCEDURES

Orientation/Training
The library will provide a general orientation to the volunteer program for new volunteers. Volunteers will also receive the proper training necessary for fulfilling their duties. This training will be performed by library staff, and will be scaled to the amount of hours volunteers are willing to complete. The training process will take place upon the commencement of work in the library. As assignments may change, children's library staff will ensure that the appropriate training will be scheduled. All training hours will be counted towards total volunteer hours.

Schedules
Volunteers should notify children's library staff if they will be absent, late, or unable to continue volunteering with the Library. Failure to report for three (3) or more consecutive shifts without notification may be considered a resignation from the volunteer program. Please let library staff know if you need to change your schedule. Schedules will be created at time of placement.

Appearance/Dress Policy

1. Name tags are required*
2. No clothing that exposes midriff, navel, or cleavage, tank tops or spaghetti straps
3. No clothing that is too short (well above the knee)
4. No clothing that displays obscene, profane, or violent messages, themes, designs, or pictures
5. No provocative clothing
6. Must wear comfortable protective footwear

***Name Tags/Lanyards**
Volunteers are required to wear a name tag provided by the library while on volunteer duty. This name tag must be on display while the volunteer is working.

Harassment
If a volunteer witnesses or experiences harassment from a staff member, fellow volunteer, or member of the public, they should immediately report the incident to the children's library staff so it can be investigated and addressed.

Drugs & Alcohol
The use of drugs or alcohol while in the workplace is prohibited, as is working in the library under the influence of these substances.

Safety

1. Lifting: Volunteers should not attempt to move or lift excessively heavy loads or objects without assistance.
2. Accident or personal injury while on duty: Volunteers must report any accidents or personal injuries immediately to their supervisor. Volunteer supervisors must complete accident reports for all incidents of this nature.

SIGNATURE OFVOLUNTEER: _____

SIGNATURE OF PARENT OR GUARDIAN: _____

VOLUNTEER SERVICES APPLICATION **CLIFTON FOCUS (973) 470-5853**

(Applicant's Name - Last, First, Middle) Birthdate SSN

XXX-XX-XXXX

(Home Address) (City) (Zip) Home Phone #

Office Phone#

Name and Address of Person to Contact in Case of Injury or Illness While on Duty

Special Medical Needs or Info

Are you available to provide transportation for clients? (With City Vehicle) (Yes) (No)__

****

I prefer to volunteer at (Group Name)_____

*following all guidelines as required. *

****

*Work available as follows: *

*	Office Work( )	TV Production( )	Handicapped( )	*
*	Recreation( )	Senior Canters( )	Animals( )	*
*	Horticulture( )	Museum Work( )	Library( )	*

****

ENTER DAYS AND HOURS AVAILABLE

Morning Afternoon Evenings (Specify days & times)

Special Skills:

If you are a student and under 18 years of age, please indicate grade level and school below:

School_____Grade_____

Parent's or guardian's Signature_____

Authorized FOCUS Group Signature_____

CLIFTON PUBLIC LIBRARY

Policy of Confidentiality

In accordance with New Jersey Statutes 18A:73-43.2, records of information on library users' are confidential. The statute states:

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

a. The records are necessary for the proper operation of the library

b. Disclosure is requested by the users; or

c. Disclosure is required pursuant to a subpoena issued by a court or court order.

L. 1985, c.172, 2.

Information regarding any patron's application or the patron's borrowing record shall be maintained as strictly confidential.

I have read and understand NJ Statute 18A:73-43.2

Signature_____

Name (please print)_____

Position_____Date_____

Questionnaire

1. What is the main reason you are looking to volunteer?

_____
_____

2. Do you have any specific skills or hobbies you would like to share?

_____
_____

3. Do you speak any languages other than English?

_____
_____

4. Have you worked or volunteered in a library setting before?

_____
_____

5. Do you have a specific date by which you need to complete volunteer hours?

_____
_____

0-10 Hours	10-20 Hours	20+ Hours
• Craft Prep • Organizing Carts • Room Cleaning/ Organizing • Organizing Puzzles	• Craft Prep • Shelf Reading	• Craft Prep • Collection Projects • Shelving • Assisting with Programs