



371 N. Main Street
Mocksville, North Carolina 27028
336-753-6030
On the web at: library.daviecounty.org

Davie County Public Library Adult Volunteer Application

Date: _____

Birthdate: _____

Name (Please print):

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Can we contact you about new volunteer opportunities via email? Yes _____ No _____

Emergency Contact: _____

(Name)

(Relationship)

(Phone Number)

Which volunteer opportunities interest you? (See the attached descriptions)

- Reference Circulation Children's Technical Services
 Local History Friends of the Library

How many hours per week are you available to volunteer? _____

Circle the days & list the times you're available:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Are you a seasonal resident? If yes, which months will you be available? _____

List past volunteer experience:

List any technological, computer, or special skills:

Staff Use: _____ REF _____ YS _____ CIRC _____ TECH _____ NC _____ BKM

Do you have any physical limitations? If yes, please explain:

Are you seeking mandatory service hours for school or another agency? If yes, please explain:

Have you ever been convicted of a crime excluding traffic offenses? Yes _____ No _____

If yes, please explain:

I CONFIRM THAT ALL INFORMATION SUPPLIED ON THIS PROFILE IS TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT THE DAVIE COUNTY PUBLIC LIBRARY RETAINS THE RIGHT TO TERMINATE MY VOLUNTEER INVOLVEMENT AT ANY TIME AT THE DISCRETION OF THE DIRECTOR OR HIS/HER DESIGNEE.

(Applicant Signature) _____ (Date)

Staff Use:



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Davie County Public Library Volunteer Recruitment

Applicant Standards Requirements

1. Must be 18 years of age or older
2. Be in accordance with criminal background policy (see below)
3. Have a library account in good standing (i.e. No fines in excess of \$5)
4. Have a genuine interest in serving their library and community

Procedures for becoming a volunteer

1. Come to the Davie County Public Library or print out application online. Complete an application form and return it to the Circulation desk. All applicant information is confidential.
2. Applications will be reviewed by the Volunteer Coordinator and appropriate Department Head. Suitability will be determined by applicant qualifications in relation to current needs and best interests of the Library.
3. Volunteer applicants will be subject to a Criminal Offender Records Information and National Sex Abuse Registry Check. All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Library Director.
 - Applicants with a criminal history will only be accepted if the Library Director determines that the placement of that applicant will not jeopardize the safety of patrons and staff, or the integrity of the Library collections.
 - Any applicant with a criminal history including sex abuse, child abuse, or violent crimes will automatically be denied volunteer placement.
 - A volunteer or applicant under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from volunteering until the issue is resolved.
4. Potential volunteers will then be contacted to set up an interview time.
5. Applicants shall be interviewed to determine suitability for the particular service or job required. A brief operational orientation and overview will be delivered to the volunteer by the interviewer. The volunteer, if accepted at this time, will be given their assigned work day and time.



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Davie County Public Library Orientation and Conduct

Orientation

- The volunteer will receive a tour of their assigned area of the building and meet all necessary staff members.
- The volunteer will be given one-on-one training with staff members and/or other volunteers until at which time they feel comfortable completing assigned tasks on their own.

Conduct

Before beginning their service, volunteers must understand that they contribute to the Library's goals in the community. While at the library, volunteers are representing the Davie County Public Library and Davie County and as such the following basic rules of conduct must apply:

- To remain courteous at all times to patrons and staff.
- To remain free of alcohol and drugs.
- To maintain confidentiality at all times in respect to any library and/or patron information they are exposed to while serving as volunteers.
- To only participate in assigned tasks as determined by direction of their supervisor.
- All volunteers must record worked hours before leaving.
- Volunteers are encouraged to wear a name tag while volunteering if in direct contact with the public/public areas in order to clarify their role at the library.
- Volunteers with regular shifts should contact their supervisor for absences or if unable to come in at the agreed upon time.
- Volunteers must conform to the same standards of professional behavior and workplace etiquette that is expected of the Library staff.