

**Bernardsville Public Library**  
**Volunteer Application**

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

Street: \_\_\_\_\_ City \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Phone: \_\_\_\_\_

When would you like to volunteer (evenings, mornings, afternoons, weekends)? \_\_\_\_\_

Are you available every day, every week, occasionally, monthly? \_\_\_\_\_

If you are available on particular day(s) and/or time(s), please specify here (i.e., Mondays from 10-12):

\_\_\_\_\_

What would you prefer to do at the library? Please check all that apply:

\_\_\_\_\_ Computer input (typing, scanning)

\_\_\_\_\_ Computer maintenance (upgrading Windows service packs, configuring lockdown settings)

\_\_\_\_\_ Inventory books/shelf read

\_\_\_\_\_ Shelve books

\_\_\_\_\_ Book repair, other technical tasks

\_\_\_\_\_ Administrative work (mailings, filing)

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

Please list any special training, experience, computer qualifications:

\_\_\_\_\_

\_\_\_\_\_

Please list any health restrictions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please turn over)*

Please list three references who are not related to you:

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

Telephone: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Any additional comments: \_\_\_\_\_

By signing below, you agree to the following statements:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application to volunteer. I hereby authorize the custodian of any information related to my previous employment, driving record, education, residence, criminal convictions, credit standing, or character, to release said information to the person or agency identified herein, unless restricted by law. This authorization is made voluntarily, for the purpose of performing volunteer work.

I have read and agree to abide by the Volunteer Policy of Bernardsville Public Library.

Full Name (print or type) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Thank you for your interest in Volunteering at Bernardsville Public Library.*

Bernardsville Public Library  
**Volunteer Policy**  
*Revised February 20, 2007*

A volunteer is anyone who assists with the activities at Bernardsville Public Library without financial compensation.

Recruitment of volunteers is the responsibility of the Director. Volunteers work directly with library staff to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

Volunteers supplement the efforts of staff in providing quality service, encouraging people to become familiar with the library and its services, and supporting library fundraising activities. Volunteers supplement, not replace, the work of staff.

Illustrative examples of volunteer work include: shelving books, processing materials, helping prepare for programs, computer input, and maintenance of periodicals. Hours of volunteer service are determined by the supervisory staff member in discussion with the volunteer. Volunteers must arrive when scheduled or call the library if they will be absent. Except with prior approval, volunteer work must be completed within normal library hours. Volunteers must follow all library policies and procedures including those relating to the confidentiality of library records.

Nothing in this policy creates a contract between the volunteer and the library. Either the volunteer or the library can terminate their association at any time, for any reason, without any cause being stated.

The library provides no medical, health, accident or worker's compensation benefits for any volunteer.

Prior to volunteering, an applicant must meet with the Director or designee and complete an application for volunteer work. If the applicant is a minor, his or her parent or legal guardian must sign the application as well. The library may check background and will check references and has the right to decline anyone as a volunteer without cause or statement of reason.

Volunteers working with the Friends of the Bernardsville Public Library and members of the Friends working on Friends projects are volunteering for the Friends and not for the library.