



**HOW DID YOU HEAR ABOUT OUR PROGRAM?**

\_\_\_\_\_ Friend      \_\_\_\_\_ Newspaper      \_\_\_\_\_ Brochure      \_\_\_\_\_ Bulletin Board  
\_\_\_\_\_ Web Site      \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**VOLUNTEER AVAILABILITY:** Please circle the days and times you are available to volunteer.

Adult volunteer shifts are typically 2-3 hours; teen volunteer shifts are typically 1-2 hours.

MON. 9-1	TUES. 9-1	WED. 9-1	THURS. 9-1	FRI. 10-1	SAT. 10-1
MON. 1-4	TUES. 1-4	WED. 1-4	THURS. 1-4	FRI. 1-4:45	SAT. 1-4:45
MON. 4-7	TUES. 4-7	WED. 4-7	THURS. 4-7	FRI. N/A	SAT. N/A

**Volunteer Service Area Opportunities** (Please check all volunteer areas of interest to you.)

**For Adults Only:**

- Circulation Area (check in returned books, shelve books, and read shelves)
- Donation Area (sort/price/stock donated books)
- Shelf Reader (make sure books/materials on shelves are in the correct sequence and straighten books/materials)
- Bookstore (greet members, straighten books on shelves, wipe down café tables, keep store neat, and cashier duties)
- Literacy Area: Tutor an adult student (If you can read, you can teach. Online training offered throughout the year. Must complete online training to be a certified tutor.)

- For Teens Only:**     work in children’s library department     shelf reader     special activity/event  
 assist members with general computer-related questions     Youth Advisory Board

**Have you ever committed, been convicted of, pled guilty to, or pled no contest to, a felony or a misdemeanor?**

NOTE: Conviction of a crime is not necessarily grounds for disqualification.

\_\_\_\_\_ NO    \_\_\_\_\_ YES    If YES, please explain: \_\_\_\_\_

**Can you perform the essential requirements of this job with or without reasonable accommodation? Yes \_\_\_ No \_\_\_**

The information provided in this application is true in all respects, without any willful omissions. I understand that if this application is false in any way I will be dismissed without notice regardless of when the false information is discovered.

**As a VOLUNTEER, I Agree to:**

- Complete the volunteer orientation and train until I am competent to perform the required duties as determined by the Volunteer Coordinator.
- Give advance notification of absences, when possible. In an emergency, the library can be reached by calling 727-784-3332, option 1 (Front Desk). If the library is closed, you may leave a message.
- Wear a name badge at all times.
- Sign in upon arrival and sign out when departing.
- Arrive with enough time to prepare for the shift to start on time.
- Attend required quarterly volunteer meetings (for Adult volunteers).
- Do not enter building before 8:45am.
- Be friendly, courteous and respectful to library members, staff, and other volunteers.

I authorize the library to conduct a background check (Adult applicants only). I certify that all the information provided on this application is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**