



York County Library

Children's/ Teen Volunteer Application and Agreement

Name: _____ Date: _____

Address: _____

Home Phone: _____

Name and Phone Number of Person to Contact in Case of Emergency:

Have you ever worked or volunteered in a library? Yes _____ No _____

If yes, what were your duties?

Please place a check by activities you would like to do:

_____ Type

_____ Work with computers

_____ Help with children's story time

_____ File or shelve books

_____ Help prepare displays and bulletin boards

_____ Assemble crafts for children's programs

_____ Recommend books, videos, and CD's for the library

_____ Light Cleaning duties

_____ Clean Books

_____ Setting up before and after programs

_____ other: _____

Please circle the days when you can volunteer:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please write the hours that you are available (2 hours a day, no more than 3 days a week)

From _____ A.M./P.M. To _____ A.M./P.M.

Do you have any health restrictions: No _____ Yes _____

If yes, please describe _____

Information in this form will be used for library purposes only. If you are under 18 years of age, please have your parent complete the Parental Permission Form.

I, _____ agree to serve as a volunteer for
York County Library.

Women/Girls may wear skirts and blouses, dresses, and slacks/jeans (with no holes) and blouses/shirts. Men/Boys may wear shirts and slack and jeans (with no holes) and shirts. T-shirts that are in good condition and contain no writing, slogans, or pictures on them are all right to wear. Shorts, halter, tube or tank tops are not permitted. Sandals may be worn, but thongs may not. **Everyone must wear a library volunteer badge near their shoulder area.**

Requirements: for Children's and Teen's (All applications are due by May 29, 2017)

Children:

Teen:

- Must be 11-13 years old Must be 14-18 years old
- Must attend 1 of 3 Training Sessions by Human Resources
- Must complete 10 hours of volunteer work in the York County Library Children's Department by August 4, 2017.
- **There is a limit of 10 Children's Volunteer positions.**

As a volunteer, I agree to do the following:

- ✓ Complete assignments to the best of my ability
- ✓ Maintain confidentiality of information
- ✓ Dress appropriately
- ✓ Call my supervisor if I am unable to report at assigned time
- ✓ Observe all staff rules and policies
- ✓ Maintain a time record of hours that I volunteer

The Library agrees to provide the following:

- ✓ Adequate work space and supplies
- ✓ Supervision of my work
- ✓ Evaluation of my performance on a regular basis
- ✓ Training in Library procedures and policies
- ✓ Time sheet for recording hours
- ✓ Record of my volunteer time, which is available upon request (records will be kept for at least 5 years)

I have discussed my schedule with the librarian and these are the days and times that I agree to work at the library:

Day: _____ From: _____ To: _____

Day: _____ From: _____ To: _____

Day: _____ From: _____ To: _____

I will call _____ (the librarian's name) at _____
(phone number) in advance if I am unable to follow this schedule.

Signed _____

Dated _____

Parental Permission Form

Children's and Teens required:

I understand that my child, _____, wishes to volunteer at the _____ Library. As a material inducement to the **York County Library**, I consent on behalf of myself and my child to such volunteer service, and further agree as follows: My child may volunteer to work as needed with the children's programs as well as in the children's collection.

On behalf of myself and my child, I hereby expressly assume all risk of loss, injury or death which may result from or arise out of my child's participation in volunteer activities with the York County library. On behalf of myself and my child, I agree to release, relieve, indemnify and hold harmless the **York County and York County Library** (including its officers, agents, employees, and elected and appointed officials) against any and all claims, demands, damages, judgments, costs and expenses, including reasonable attorney's fees for the defense of such claims and demands, arising out of or in any way connected with my child's volunteer service with the **York County Library**.

I am aware that this form contains a release of liability and indemnity agreement which is intended to be legally binding. I have read it, I understand it, and I sign it of my own free will.

Signature

Date

Parental Travel Release Form

Children's required:

I consent on behalf of myself and my child, _____, for them to ride in a vehicle owned by the **York County Library** and operated by a County employee for the purpose of traveling to _____ [location] on _____ [date].

On behalf of myself and my child, I hereby expressly assume all risk of loss, injury or death which may result from or arise out of my child's riding or traveling with a city employee as set forth above. On behalf of myself and my child, I agree to release, relieve, indemnify and hold harmless the city (including its officers, agents, employees, and elected and appointed officials) against any and all claims, demands, damages, judgments, costs and expenses, including reasonable attorney's fees for the defense of such claims and demands, arising out of or in any way connected with my child's travel as set forth above, regardless of whether such claims, etc. arise in transit or at the destination.

I am aware that this form contains a release of liability and indemnity agreement which is intended to be legally binding. I have read it, I understand it, and I sign it of my own free will.

Signature

Date