

**Plainville Public Library
Adult Volunteer Program Application**

Date _____

Your Name _____

Mailing Address _____

Phone _____

Email Address _____

Why are you interested in volunteering at the library?

Do you have any special skills or knowledge that would be of benefit to the library?

Availability: please write the hours you would be available each day, leave blank if you are not available

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

Volunteers are scheduled based on availability and the needs of the library for a single 1 or 2 hour shift each week during regular library hours only.

Please provide a personal reference:

Name _____ Phone _____

Email _____

Name of person to contact in case of emergency and Relationship to Volunteer:

Emergency Contact Phone Numbers (home, work, cell) _____

Expectations for Volunteers Please read and sign below

- You will follow the schedule assigned by the library. You must give at least 24 hours notice if you cannot be at the library during your scheduled shift. If you are unable to be at the library during your assigned shift due to an emergency, or if you are running late, you will contact the library and let them know what is going on.
- If you miss a total of three shifts without notifying the library you will be dismissed from your duties as a volunteer.
- You will sign in upon your arrival at the library, and you will sign out when leaving.
- You will dress in a professional manner.
- You will behave courteously to library staff and patrons, and will refrain from talking on your cell phone

I have read the expectations of volunteers, and understand that, as a volunteer, my behavior reflects upon the library.

I _____, do hereby indemnify and hold harmless the Plainville Public Library, its employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program. Signature _____
