

# Adult Volunteers at the Taylor Public Library

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The Taylor Public Library is looking for good volunteers to help with the summer events and activities, and frequently needs help for other programs during the school year. Volunteering is a great way to join in on the fun events, get an idea of what it's like to work in a library, and get to know the Library and Library staff better.

## Who can volunteer?

Adults 18 years and older can volunteer at the Taylor Public Library. Youth can volunteer if 14 yrs old—there is a different Teen Volunteer form. If you are interested in helping at the Library, we are interested in you! Please understand that the Library does not accept court-appointed volunteers & the Library is under no obligation to accept all volunteer applicants. Volunteers will be selected on the basis of their application, interview and library needs. Please set up your volunteer interview with Mrs. Sally Diaz and bring your completed form.

Please note that the Library cannot accommodate “drop-in” volunteers. Volunteering requires a schedule, supervision and preparation of assignments and may not fit in the Library's schedule on any given day. Neither can the Library ever guarantee providing a certain number of hours to a volunteer—it just depends on the schedule and Library needs.

## What do volunteers do?

The Taylor Public Library exists to serve area citizens and provide excellent customer service. Volunteers are expected to follow the same standards as Library staff. Duties assigned to a volunteer may include any of the following:

1. Filing library materials and shelf reading
2. Assisting with program activities & crafts
3. Data entry in Excel
4. Assisting patrons locating materials
5. Dusting shelves and other cleaning
6. Assistance with computers
7. Other duties as assigned



## Why volunteer?

At your request you can receive a certificate recognizing your contribution to the community, with your name and number of volunteer hours completed. There is a lot that goes on behind the scenes at a library, and you can be a part of the operation. You may need volunteer hours for a school or church or club program. If you apply for a job, you will want to make reference to any past volunteer work—most employers value volunteer work.

## Library Information

Taylor Public Library phone: 352-3434; metro line: 365-2235

Address: 801 Vance Street, Taylor, TX

Volunteer Coordinator: Sally Diaz

Library Director: Karen Ellis

# Adult Volunteer Application Form

## Taylor Public Library, City of Taylor



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

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

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Tell us why you want to be a volunteer at the Taylor Public Library:

List any skills, talents, past work or volunteer experience that qualifies you to be a library volunteer:

Please indicate availability – write the hours you can work each day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Library open 9-8	Library open 9-6	Library open 9-6	Library open 9-8	Library open 9-6	Library open 9-2

Please list dates or special times when you are not available (church, work, class, etc.):

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## Volunteer Agreement:

If I am selected as a volunteer, I agree to the following:

I will regard my assignment as a serious commitment. I understand that my volunteer work will take my full attention.

**I will not use or carry my cell phone during volunteer time. In case of emergency, I will notify a library staff member.**

I will be on time or will call the Volunteer Coordinator if unable to come when scheduled.

I will report to the Volunteer Coordinator or appropriate Library staff when I arrive and depart.

While on duty, I will wear my volunteer badge.

I will dress neatly and appropriately, understanding that I am a representative of the Taylor Public Library.

I will not change the rules or make exceptions for anyone. If there is a question or problem, I will promptly seek assistance from Library staff.

I will complete all the assignments to the best of my abilities. I will ask a staff member if I have any questions about how to do my work.

I will follow all the policies & procedures of the Taylor Public Library. I will maintain confidentiality of all information and all records, as required by Texas state law.

I understand that my volunteer position is no guarantee to a paying position, and I understand that unexplained or excessive absenteeism or failure to follow these guidelines could result in dismissal.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_