



Montgomery County Public Libraries Student Volunteer Application



(For volunteers under the age of 18)

NAME: _____
(last) (first) (middle)

STREET ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____ **HOME PHONE:** _____

BIRTH DATE: _____ **EDUCATION (current grade or last grade completed):** _____

MOTIVATION FOR VOLUNTEERING:

Student Service Learning (SSL) or Community Service Requirement _____ Other (please describe): _____

If Community Service Requirement, is the community service court ordered? Yes No

If SSL or Community Service Requirement, number of hours need to complete: _____

SKILLS and INTERESTS (please check all that apply):

Word Processing _____ Art _____ Clerical _____ Desk Top Publishing _____ Filing _____ Processing Materials _____

Sorting Materials _____ General Clerical _____ Repairing Materials _____ Knowledge of Dewey Decimal classifica-

tion system _____ Foreign language spoken/read (list language): _____ Summer Reading program _____

Other: _____

Work Experience:

Days Available: _____

Time Available (check all that apply): Morning Afternoon Evening Saturday Sunday

CONSENT FORM (Required for all volunteers under the age of 18)

The above named individual has my permission to work as a volunteer for Montgomery County Public Libraries.

Signature of Parent/Guardian: _____

Date: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell phone: _____

VOLUNTEER APPLICANT'S STATEMENT OF UNDERSTANDING

I, the undersigned, certify that I have read and fully understand the background information for MCPPL volunteers attached to this document and agree to abide by these guidelines. All the information provided on this application is true and complete to the best of my knowledge. I also understand and agree that my work, as a volunteer, is probationary for the first six months.

Signature of Volunteer Applicant: _____ Date Signed: _____

Application process complete: _____ Date: _____

Signature of Volunteer Coordinator/Supervisor

BACKGROUND INFORMATION FOR MCPL VOLUNTEERS

It is the policy of the Department to use volunteers to help achieve its mission by providing opportunities for them to participate in library functions that support the work of staff.

It is the general policy of the Department that volunteers are not used in direct public service, including Information and Circulation Desks and answering telephones. Consistent with Maryland law, volunteers will not displace paid employees and will not be recruited to do the work of a paid employee. For example, the Department does not recruit volunteers to be "library shelvers"; the Library Page is a paid position established to perform this task

MINIMUM AGE: The minimum age of volunteers is 13 years or older or in the eighth grade, with the following exceptions: Young people who volunteer with a group (Scout troops or families) or young people who come together for a specific function (serving as members of a Junior Library Advisory Committee). Montgomery County Public Libraries will not accept volunteers below the age of 13 or below the eighth grade except for group projects.

All volunteers under the age of 18 must complete a Student Volunteer Application Form, which includes the parent/guardian's signature of consent.

GUIDELINES FOR VOLUNTEER SERVICE:

- I. Acceptance of any volunteer is based on the library/agency's need at the time and the volunteer applicant's demonstrated ability to do the work required. The library does not guarantee there will be work at all times and is under no obligation to accept any volunteer. In addition, if the library no longer needs the services of the volunteer, the library may terminate the volunteer's service. The volunteer also has the right to terminate his/her service to the library at any time.
- II. All applicants for volunteer positions must demonstrate, in an interview and/or through testing, that they have the qualifications and are able to do the work, for which they are applying.
- III. All volunteers will work for a probationary period.
- IV. The branch volunteer coordinator has the right to determine if a volunteer requires a coach or aide to complete assigned tasks. Failure to have a coach in attendance may result in termination of the volunteer's service.
- V. **A volunteer's behavior must comply with the "Guidelines Governing Use of Public Libraries," (see attached) as well as those guidelines governing staff behavior. Failure to do so will result in dismissal.**
- VI. All volunteers are expected to maintain the confidentiality of information about customers obtained during their service as a volunteer.
- VII. Volunteers are expected to wear badges identifying themselves as volunteers, particularly when in the public areas of the library. All customer questions received by a volunteer should be referred to the appropriate service desk or branch staff member.

(over)

***Guidelines Governing Use of Public Libraries:
Montgomery County Public Libraries, Montgomery County, Maryland***

The rules below are posted for the comfort and protection of all who use the facilities of the public library. They will be courteously but firmly enforced by library staff. We ask your cooperation in maintaining an environment conducive to study and enjoyment.

- Library resources – including the materials, equipment, and furniture in our libraries – are to be shared.
- Eating, drinking, and smoking are not permitted in the public area of the buildings. Bringing alcoholic beverages into libraries is prohibited.
- Service animals may be brought into the building, but other animals may not.
- Noise and activity should not inconvenience others who are browsing, reading, or working in the library. Customers may use radios with earphones, laptop computers, and other similar equipment except in quiet or reference rooms.
- Cellular/digital phones may only be used in designated areas. Designated areas could be a lobby and/or where a public phone is located.
- Furnishings should be respected; for example; feet should not be placed on chairs or tables.
- The library may not be used for living accommodation; for example: bathing, storage of personal belongings, sleeping. For those in need of temporary shelter, food, counseling, or other emergency services, information is available on shelters and other services from staff at the Information Desk.
- Loitering is not permitted.
- Customers or staff must not be harassed by threatening speech or abusive behavior. Library staff will intervene in such situations.
- Children under age 8 must be supervised by a responsible person age 13 and older.
- Children over age 8 may not be left alone for prolonged periods or at closing.

Failure to comply with these rules or the directions of staff may result in the individual(s) being excluded from the premises and/or police being summoned on authority of the administrative regulations of the Montgomery County Public Libraries.