



Ashtabula County District Library Volunteer Application



I would like to Volunteer at the: Ashtabula Library (4335 Park Avenue) Geneva Library (860 Sherman Street)

Today's Date: _____ **PLEASE PRINT**

Volunteer's Name: _____ Gender: _____

Address: _____ City/State/Zip: _____
(No P.O. Box)

Cell Number: _____ Home Number: _____ * Date of Birth: _____
(Month / Year)

*(If under 18, the *Teen Library Volunteer Agreement* must be signed and returned with this application.)

Email _____

Physical Limitations: (if any) _____

Emergency Contact: Name _____ Phone _____ Relationship _____

Interests, Skills, and Availability: The Library has a variety of volunteer opportunities available.

I am interested in volunteering in the following areas: *(check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Ashtabula County District Library Foundation | <input type="checkbox"/> Partners in Reading |
| <input type="checkbox"/> Circulation Aide | <input type="checkbox"/> Preparing Crafts for Children's Programs |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Program Aide |
| <input type="checkbox"/> Friends of the Library | <input type="checkbox"/> Programming Tasks |
| <input type="checkbox"/> Genealogy/Local History | <input type="checkbox"/> Public Computer Assistant |
| <input type="checkbox"/> Housekeeping Tasks | <input type="checkbox"/> Public Relations Office Helper |
| <input type="checkbox"/> Library Outreach | <input type="checkbox"/> Shipping Interlibrary Loan Materials |
| <input type="checkbox"/> Materials Maintenance | <input type="checkbox"/> Summer Events |
| <input type="checkbox"/> Outdoor Tasks | |

Please summarize any special skills, talents, or hobbies you might have, including language skills:

Please indicate what hours you are available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I am looking for volunteer opportunities that are: *(check all that apply)*

Weekly Monthly Event based Project based Summer only School year only

Why Would You Like to Volunteer? *(check all that apply)*

To get Class/Volunteer Services Hours To fulfill Court-Directed Community Service

Total Number of Hours Needed: _____ Total Number of Hours Needed: _____

Hours Need Completed By: _____ Hours Need Completed By: _____

(MM/DD/YY) (MM/DD/YY)

School: _____ Grade _____ Nature of Offense: _____

To serve my community To learn more about libraries

Other _____



I have read and certify that all the information provided is true and complete to the best of my knowledge. I understand, as a volunteer, that I must abide by the Library's rules and regulations. I understand that appointment to a volunteer position is contingent upon the completion of a background check. I understand that I am required to disclose any previous convictions and/or pending charges. I agree not to hold the Ashtabula County District Library or its employees responsible for any accidents or mishaps. If I should become seriously ill or injured, I authorize the library to arrange for any immediate emergency medical care needed.

Signature

Date

This form must be completed and returned in person to any staff member of the Ashtabula or Geneva Public Libraries. Some volunteer opportunities may require training. The Library *cannot* guarantee all requested hours. Applications are always accepted and will be kept on file for one year.

Do you have an Ashtabula County District Library card? Yes or No (circle one)

ASHTABULA PUBLIC LIBRARY 4335 Park Avenue Ashtabula, OH 44004 (440) 997-9341/Fax (440) 992-7714 www.acdl.info	GENEVA PUBLIC LIBRARY 860 Sherman Street Geneva, OH 44041 (440) 466-4521/Fax (440) 466-0162 www.acdl.info	COUNTY BOOKMOBILE 860 Sherman Street Geneva, OH 44041 Call (440) 466-4521 For Schedule www.acdl.info
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LIBRARY USE ONLY:

Application received	Date:	
Background check completed	Date:	Internal BCI/FBI
Volunteer contacted	Date:	
Orientation completed / Handbook received	Date:	Date:
Start date		
Completion date		
Total hours completed		
Department assigned (<i>circle all that apply</i>)	Administration Adult Services Bookmobile Genealogy Geneva Library	Public Relations Reference Services Technical Services Technology Youth Services
Service letter prepared (<i>circle all that apply</i>) Teen Court Community Service	Date:	Preparer's initials:

Notes/Comments: