

ROYERSFORD FREE PUBLIC LIBRARY
A BRANCH OF THE
MONTGOMERY COUNTY – NORRISTOWN PUBLIC LIBRARY
200 SOUTH FOURTH AVENUE, ROYERSFORD, PA 19468
610-948-7277

- ADULT VOLUNTEER APPLICATION**
- ADULT COMMUNITY SERVICE APPLICATION**
- YOUTH VOLUNTEER APPLICATION**
- YOUTH COMMUNITY SERVICE APPLICATION**

Youth Volunteer/Community Service Applicants:
The Library will accept youth ages 12 and over, unless specific volunteer opportunities or unique circumstances arise. In those cases, accepting a younger person for volunteer service is up to the discretion of the Branch Manager. *Thank You.*

Total number of service hours needed: _____ Date service is to be finished by _____

Name: _____

Address: _____

Phone: _____ Secondary Phone: _____

Email: _____

Age: _____ Date of Birth: _____ Grade : _____

School or Employer: _____

Teacher/Supervisor: _____

Phone: _____ Email: _____

In case of emergency, whom should we call?

Name: _____ Phone: _____

As a volunteer at the Library, what do you think you would most enjoy doing?

Please list any past volunteer/work experience you feel might be useful to us:

List any hobbies, activities, computer skills or interests that would be helpful to us placing you in a volunteer position:

How did you hear about volunteer opportunities with our Library?

Which department of the Library would you feel most comfortable working in?

Adult's: Circulation/Reader's Services Children's

Royersford Free Public Library is open during the following hours:

Monday through Thursday – 10:00 AM to 8:00 PM and Friday and Saturday – 10:00 AM to 2:00 PM.

List the hours during these times that you are available.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

I understand that, as a volunteer, I will be assigned to perform whatever duties the Library considers most necessary and helpful to its operation. I also understand that my work will be reviewed and my services at the Library may be concluded at any time. I understand that activities are voluntary and I am participating at my own risk. By signing this application, I agree to abide by the policies of the **Royersford Free Public Library**. I agree to keep confidential all Library user information or Library records I may encounter.

Print Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature: _____

Parent's Signature is required of any volunteer applicant under 18 years of age.

VOLUNTEER/COMMUNITY SERVICE GUIDELINES

As a valued Library Volunteer, you will be expected to:

- ❖ Arrive at the Library on time as scheduled
- ❖ Record the date and time you arrive in the Volunteer Log
- ❖ Wear a “VOLUNTEER” badge while you are working
- ❖ Give adequate notice when not available for your assigned time
- ❖ Dress in a neat, well-groomed manner
- ❖ Avoid personal calls or visits while you are working
- ❖ Before you leave, make sure to write down the time you finish working in the Volunteer Log and return your “VOLUNTEER” badge
- ❖ Refer all patron questions to a staff member
- ❖ If you have any questions while you are working, please ask Library staff. There are no silly questions!

Volunteers are valued members of our Library family. As part of your Library experience you will receive training from a well-informed supervisor.

You will also:

- ❖ Acquire new skills and knowledge
- ❖ Gain a sense of satisfaction in serving your community
- ❖ Support literacy and life-long learning
- ❖ Meet new and interesting people who share your love of books