

# VOLUNTEER SIGN-UP FORM



SCHOOL NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**PLEASE NOTE:**

The Geneva Public Library District aims to match the needs of the Library with the strengths and skills of our Volunteers. After receiving your form, we will notify you when a match has been made.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Describe any previous volunteer experience, special skills, or library-related interests:

\_\_\_\_\_  
\_\_\_\_\_

Are you 18 years of age or older? (circle one please):    **YES**            **NO**

**EMERGENCY CONTACT INFORMATION:**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

MAIN PHONE \_\_\_\_\_ SECONDARY PHONE \_\_\_\_\_

**SCHEDULE AVAILABILITY:**

Please indicate your availability during the library's open hours

SUN: \_\_\_\_\_ MON: \_\_\_\_\_ TUES: \_\_\_\_\_ WED: \_\_\_\_\_

THURS: \_\_\_\_\_ FRI: \_\_\_\_\_ SAT: \_\_\_\_\_

Please return your completed application to Martha Sullivan, Young Adult Librarian at Geneva Public Library or attach it to an email to: [msullivan@gpld.org](mailto:msullivan@gpld.org)

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**STAFF USE**

CALLED \_\_\_\_\_ SCHEDULED \_\_\_\_\_

# VOLUNTEEN STANDARDS

The Geneva Public Library District highly values Volunteers. Their work supplements the work of library staff and translates directly into improved public service. As a result, it is important that Volunteers adhere to the following Library standards:

**Attendance:** Volunteers are depended upon to work their scheduled hours. If you will be absent or late, we request that you alert Library staff by calling our main desk at 630/232-0780.

**Conduct:** Volunteers represent the Library. Therefore, it is a very important to be courteous and friendly towards patrons, staff, and your fellow volunteers. You are expected to follow all Volunteer policies and procedures.

**Dress:** Your attire should always be neat and clean. Short-shorts, tube tops, midriff shirts, or jeans with holes are not acceptable.

**Friends and Family:** Your friends and family are always welcome to visit the Library! However, we ask that they do not interfere with your tasks or service to patrons while you are here as a Volunteer.

**Language:** Please use appropriate language, and avoid slang, swearing, and insensitive comments.

**Conflicts:** We hope your Volunteer experience will benefit you and the Library. If you have any conflicts with Library policies, procedures, or your Volunteer duties, please contact the Volunteer Coordinator at [teenvolunteers@gpld.org](mailto:teenvolunteers@gpld.org) or 630/313-1007.

**Dismissals:** Department Managers and the Deputy Director reserve the right to dismiss a Volunteer for inappropriate behavior, such as:

- Repeated absences.
- Inappropriate language or conduct toward staff, volunteers, or the public.
- Abusive or disruptive behavior.
- Invasion of privacy or breach of confidentiality of staff, volunteers, or the public.
- Consistently poor performance of duties.
- Destruction or theft of the Library's or an individual's property.
- Misuse of any Library records, including electronic data.
- Possession of firearms, alcohol, or controlled substances on Library's property, or reporting for duty under the influence of alcohol or any illegal drugs

**Record Keeping:** For internal records and recognition purposes, Volunteers are required to sign in and out. Volunteers in need of records for external purposes (ex: GIVE hours) are responsible for their own tracking and may request staff signatures upon shift completion.

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## PARENT/GUARDIAN:

I have read these standards and I release the Library for any activities my child engages in while in service to the Library. Furthermore, once my child has signed out for the day, Library staff are not responsible for him/her.

SIGN \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

## VOLUNTEEN

I have read and agree to these standards.

SIGN \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_