



# Henry County Library System

## Volunteer/Community Service Application

### PERSONAL INFORMATION

Name:	Email:
Address:	Phone (Day):
City and Zip:	Phone (Evening):

You must be at least 12 years of age to volunteer. 17 years and under requires a parent/guardian signature.

Age (if under 18):	School:	Grade:
--------------------	---------	--------

Emergency Contact:

Name:	Phone:	Relationship:
-------	--------	---------------

### VOLUNTEER/COMMUNITY SERVICE INTERESTS

I am seeking this position:

\_\_\_\_\_ To become a volunteer.

\_\_\_\_\_ To satisfy school/class/scholarship service requirements.

\_\_\_\_\_ # of hours to complete

Name of school/organization: \_\_\_\_\_

Contact name/telephone#: \_\_\_\_\_

\_\_\_\_\_ To fulfill court-ordered Community Service

\_\_\_\_\_ # of hours to complete

County/City: \_\_\_\_\_

Deadline for completion: \_\_\_\_\_

Contact Name/Agency: \_\_\_\_\_

Telephone#: \_\_\_\_\_

**Note: Please provide court order documents with this application.**

Why do you want to volunteer at the library?

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

Previous volunteer experience: \_\_\_\_\_

Describe your skills, abilities, interests:

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

*Terms of Agreement for Volunteers (including Community Service Workers)*

The Henry County Public Library System welcomes volunteer and community service workers willing to donate their time. Neither **volunteers nor community service workers are paid nor do they receive special benefits (employment, forgiveness for fines/fees for overdue fines/lost library materials) or other considerations.** Volunteers do not replace regular employees, or their duties and responsibilities as employed by the library. Volunteers will be expected to abide by the rules, regulations, and guidelines established by Henry County Library.

1. Volunteers will be assigned in areas with responsibilities designated by library staff.
2. Volunteers shall not have access to confidential patron records, circulation records, or employee files.
3. Volunteers will not disclose any information gathered or heard officially or unofficially in the course of service relating to library employees, patrons or business operations. Such information is strictly confidential.
4. No volunteer may solicit any contributions, assessments, or services on behalf of a candidate nor publicly endorse any candidate for any elective office while on Library time or premises.
5. Volunteers may not solicit library staff or patrons for sales or contributions during working hours of the library. This applies to both profit and non-profit organizations.
6. There should be no eating or drinking in the library except during official library events, or when in designated areas.
7. While volunteering for any branch within the Library System, you are considered a representative of the Henry County Library System. Please maintain a friendly attitude, and provide prompt, equitable and efficient service at all times.
8. Dress code for public service will be appropriate for the duties assigned. Bermuda shorts are acceptable, but both shoulders and torsos will be covered. Pants shall be worn to the waist, and underwear shall not be visible. T-shirts should not display offensive words or slogans. Visible piercings shall be limited to the ears. These standards apply to both males and females during working hours.
9. Volunteers whose bodily hygiene is so offensive as to constitute a nuisance to other persons will be required to leave the library.

Application must be completed to become a volunteer for the Henry County Library System. References subject to be checked prior to approval.

Applicant's Signature:	Date:
------------------------	-------

PARENTAL/GUARDIAN SIGNATURE (for applicants under age 18):

Print Name:	Signature:
Phone (day):	Phone (evening):

Return application to the nearest Henry County Public Library branch. For more information call:

(678)432-5353 or visit [www.henry.public.lib.ga.us](http://www.henry.public.lib.ga.us)

**FOR LIBRARY STAFF ONLY:**

Date Application Received/Reviewed:	Interview Date:
Service Start Date:	Comments: