

MONTGOMERY COUNTY – NORRISTOWN PUBLIC LIBRARY
1001 Powell Street, Norristown, PA 19401 · 610-278-5100 · www.mc-npl.org

COMMUNITY SERVICE WORKER APPLICATION*

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

School or Employer: _____

Teacher or Supervisor: _____ Phone # _____

In case of emergency, please notify: Name: _____ Phone: _____

Education

- Highest level completed
- Less than High School
 - High School diploma
 - Some College
 - Associate Degree
 - Bachelor Degree, or higher

Facility Preference

- Conshohocken Free Library
- Perkiomen Valley Library/Schwenksville
- Royersford Free Public Library
- Upper Perkiomen Valley Library
- Mont.Co-Norristown (main branch)

Availability (9 am - 8 pm)

- Mon. _____
- Tues. _____
- Wed. _____
- Thurs. _____
- Fri. (9-6 only) _____
- Sat. (9-5 only) _____

Total Number of hours needed: _____ Completion deadline (if applicable): _____

I will be available to work beginning on _____ (date)

Have you ever been convicted of a crime? Yes _____ No _____ (Conviction will not necessarily disqualify an applicant)

If yes, please explain and provide date(s)/location(s): _____

Please describe any hobbies, activities, interests, computer experience or other skills that would be helpful to us in placing you in a volunteer/community service worker position.

Please list any past volunteer/work experience you feel might be useful _____

References

Please list two employers, supervisors, teachers or non-relatives we may contact for a reference:

Name: _____ Phone: _____

Name: _____ Phone: _____

Background Checks

Volunteers who are 18 years of age or older must obtain the following background checks, with the understanding that any volunteer opportunities are contingent upon the results of these background checks:

- PA State Police Criminal History Clearance
- PA Child Abuse History Clearance
- FBI Clearance

MC-NPL will provide further information explaining how to obtain these background checks once this completed application is submitted.

Certification

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand that, as a community service worker/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, at any time, the library may terminate my services.

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 Montgomery County-Norristown Public Library, and the Guidelines for Volunteers, which are set forth on page 3 of this application.

I agree to keep confidential all library user information or library records I may encounter.

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____
(Required for applicants under age 18)

Printed Name: _____

***Please return the first two pages of this application
and keep the third page for your reference.
If your application is accepted, the library will reach out with further information.
Thank you for your interest in helping our library!***

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GUIDELINES FOR VOLUNTEERS

Keep this page for your reference

The Montgomery County-Norristown Public Library welcomes your participation as a volunteer at the library. We hope your association with the library will be a pleasant and rewarding experience. The contribution of your time and talents will help the Montgomery County-Norristown Public Library maintain and improve the high standards of library service expected by the residents of Montgomery County.

The library agrees:

1. To provide you with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work

The following guidelines will assist you in performing your assignments:

1. Workers will report to the designated library staff member, on time, according to a mutually agreeable schedule. In case of illness or other reason for absence, workers should notify the department as early as possible.
2. A time sheet is kept on file for each worker in the department to which they are assigned. Each worker is required to sign in and out.
3. Workers will receive training in job procedures by a library staff member. Any changes in procedure should not be made without consultation with library staff.
4. The facilities of a staff break room are available for worker use. A locker for personal effects can be assigned, if needed. Food and drinks may be consumed only in break areas.
5. Workers should maintain a courteous, pleasant, and businesslike manner in public areas. Personal phone calls, texting, and socializing with friends, relatives or other staff members during the work period are not appropriate. Children, or other relatives or friends are not permitted in non-public areas. Workers should maintain the dignity and integrity of the library with the public and with patron confidentiality, which is guaranteed under the law. Workers should not discuss any patron by name or their reading selections outside of the library.
6. A "VOLUNTEER" badge is to be worn while working. Workers are to dress in a neat, well-groomed manner.
7. Any questions asked by patrons in the public areas should be referred to a library staff member, except for the directional questions such as, "Where is the restroom?"
8. Volunteers who are unable to follow instructions from library staff will be asked to resign from the volunteer program.