

Adult & All Court Ordered Volunteer Application

Are you interested in volunteering for court ordered community service hours?* YES NO

*For court ordered community service hours, is a copy of the official court order/ticket listing the offense attached? YES NO

You may not start your hours until we have your documentation. We do **NOT** accept violent or theft related charges

Name: _____
Last First

Home Address _____ Phone _____

Are you 14 years or older? YES NO

How many community service hours do you need to complete? _____

When do you have to have these hours completed? _____

Times you are available to do community service:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ (9-9pm)

Friday _____ Saturday _____ (9-5pm) Sunday _____ (1-5pm)

Please list an emergency contact Name _____ Phone _____

Job Duties Include but are not limited to:

Pick up stray books - Straighten shelves - Empty reshel carts - Organize Magazines and Newspapers - Dust, Straighten & stock book sale room - Stock paper/pencils at card catalogs - Straighten pamphlets and flyers - Special projects

*Volunteers generally do not work more than 8 hours a week.

Northlake Public Library District Volunteer Service Agreement

As a volunteer at the Northlake Public Library District, I, _____,
agree to the following:

1. I will arrive on time, sign-in and notify a staff member I am here. If I am unable to do this I will email the Adult Volunteer Coordinator or call the library, giving 24-hours' notice when possible.
2. I understand that **two absences** without prior notification or **1 month of missed shifts** will result in termination.
3. I understand that **falsifying hours** will result in termination.
4. I will remain on task until my shift has ended (except for restroom breaks). I will let a staff member know when I need to take a break or leave for the day.
5. I will speak with the Adult Volunteer Coordinator if I need to make changes to the schedule.
6. I will perform my duties as assigned in a pleasant manner. If I have any questions about what I am to do, I will ask a staff member.
7. I will refer patrons to the staff on duty when asked questions not directly related to my job.
8. I will be courteous and respectful to library patrons, staff and other volunteers at all times.
9. I will wear a volunteer nametag when I am working.
10. I will wear appropriate attire to the library (no clothing that is excessively revealing, no clothing with offensive or threatening messages).
11. I will keep socializing to a minimum.
12. I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.
13. I understand that any use of drugs, alcohol, weapons, or any form of theft, violence, or bullying are a violation of NPLD's Patron Code of Conduct and are grounds for immediate termination and/or prosecution.

Volunteer Signature _____ Date _____