Volunteer Information Sheet

All Volunteers are subject to the same rules and regulations as Library employees. Volunteers must be at least 16 years or older. Library policies include, but are not limited to the following.

1. Potential volunteers are to complete an application form provided by the library.

2. Per Library Policy, the library does not permit court-ordered service hours.

3. The dress code is business casual with close-toed shoes.

4. While on duty, volunteers **are not allowed** to use cell phones, ear buds or socialize with friends.

5. A schedule will be decided for each person; all volunteers are expected to report to the library on time.

6. In case of sickness or emergency, volunteers are expected to call in before their work shift.

7. Since the general public does not distinguish between library employees and volunteers, volunteers are expected to be polite and helpful to patrons at all times.

8. Attention to **accuracy** is very important. If a book is not in its proper place, it’s difficult to find. If you are unsure about any item, please ask or leave it un-shelved.

9. If you are found to be in violation of any Library Policy, you will be given one warning. Any further violation will result in immediate dismissal.

The City of Temple Terrace is a drug-free workplace.
813-506-6770
Cbybee@templeterrace.com
Library Services
Volunteer Application

Application must be completed fully by the applicant. ALL information is required and will be used solely within the Temple Terrace Library. Please print clearly.

Personal Information

Name________________________
Street Address________________________ City_________ Zip_________
Email________________________
Phone (___) ______________ Cell Phone (___) _______________ Date of Birth __/__/___

Emergency Contacts

1. Name________________________ Phone (___)__________________
2. Name________________________ Phone (___)__________________

Volunteer Experience

Have you previously volunteered or worked for a library system? □ Yes □ No
If so, where? ____________________________ When? _______________
Reason for Volunteering: ____________________________

How many hours do you need to complete? ________

Library Hours

Monday & Wednesday 10am-8pm
Tuesday & Thursday 12pm-8pm
Friday & Saturday 9am-5pm
Sunday Closed

Please list your availability to volunteer (days and time):

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If you are under the age of 18, a parent or legal guardian must sign this application.

Parent/Guardian Signature __________________________ Date _______________

Applicant Signature __________________________ Date _______________

Office Use Only
Start Date __/__/___
Initial _______