



WASHOE COUNTY
LIBRARY SYSTEM
 www.washoecountylibrary.us

Volunteer Application

Applicant's Name _____

Phone _____

Address _____

Emergency Contact _____

Phone _____

Reference Name _____

Phone _____

1. Please check any special skills you can bring to the Library as a volunteer.

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Dewey Decimal skills | <input type="checkbox"/> Office skills |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Filing | <input type="checkbox"/> Writing skills |
| <input type="checkbox"/> Creating bulletin boards & displays | <input type="checkbox"/> Keyboarding | |

2. Describe any experience you have had in the workplace or with other volunteer organizations:

3. How many hours per week are you available to volunteer? _____ hours per week. *If you are not available to work at least eight hours a month for three months, please consider becoming a **Special Event or Projects Volunteer** to help with specific programs and projects.*

4. Please indicate the branch(es) and/or department(s) that interest you on the attached form.

5. Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain the nature of the crime and the date of the conviction and disposition. Conviction of a crime is not an automatic disqualification for volunteer work. Yes No

Applicant's Birth date: _____ (If under 18)

Signature _____ **Date** _____

I understand that this is an application for and not a commitment or promise of volunteer opportunity. The Library cannot guarantee volunteer placement.

Return completed form to:

Washoe County Library

Administration

PO Box 2151

Reno, NV 89505

WASHOE COUNTY AGREEMENT BY VOLUNTEER

Print full name here: _____

I, _____, hereby offer and agree to volunteer my services without compensation of any kind from Washoe County.

I understand and agree that I am not an employee of Washoe County while acting within the scope of this Agreement.

I understand and agree that I will be deemed to be as if I were a County employee for the purposes of NRS Chapter 41, and the Volunteer Protection Act of 1997, both of which protect me from liability for injury or damage to others caused by some acts done by me within the course and scope of my duties as assigned by my supervisor.

I understand and agree that to the extent that Chapter 41 of NRS and/or the Volunteer Protection Act do not legally require Washoe County to defend or indemnify me for my actions, that I am responsible for any such defense, damages or injuries including any defense of, or damages or injuries to, Washoe County or its employees which result from those actions which may include, but are not limited to, willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious flagrant indifference to the rights or safety of the individual harmed by the volunteer; and for harm caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to possess an operator's license, or maintain insurance.

I certify that ___ I am ___ I am not at least 18 years of age.
(Please initial and circle one)

I am in good physical condition adequate to perform the duties for which I have volunteered, and I agree to tell my supervisor of any significant change in my health which would affect my ability to perform the duties for which I have volunteered.

I understand and agree that my position or duties may require me to undergo a background investigation, and that my failure to do so, or to pass the investigation, may preclude me from volunteering with Washoe County.

I understand and agree that I am not to operate a personal vehicle, in the performance of my volunteer duties, unless specifically authorized in writing, by the Department Head. I further understand and agree that I am not to operate a vehicle owned by Washoe County, unless specifically authorized by the Board of County Commissioners, as outlined in section 5.389 of the Washoe County Code.

I understand and agree that volunteering with the County is not a right, and that my volunteer services can be terminated at any time, for any reason, with or without notice.

Signature

Parent/Guardian Signature if Volunteer is under the age of 18

Date

WASHOE COUNTY LIBRARY

Volunteer Supplemental Checklist

Hours can vary from 8:00 a.m. to 8:00 p.m., any day of the week. Please check the day(s) and time(s) you would be willing and available to volunteer. Hours can be changed when requested.

Monday	_____	Hours _____ to _____
Tuesday	_____	Hours _____ to _____
Wednesday	_____	Hours _____ to _____
Thursday	_____	Hours _____ to _____
Friday	_____	Hours _____ to _____
Saturday	_____	Hours _____ to _____
Sunday	_____	Hours _____ to _____

Please indicate which locations you are willing to be assigned to:

Administration	_____	Senior Center	_____
Community Resource Center	_____	Sierra View	_____
Downtown Reno	_____	South Valleys	_____
Duncan/Traner	_____	Spanish Springs	_____
Incline Village	_____	Sparks	_____
North Valleys	_____	Tech Services	_____
Northwest Reno	_____	Verdi	_____

Name (please print)

Date

Signature

WASHOE COUNTY LIBRARY
P.O. Box 2151
Reno, NV 89505
327-8343

VOLUNTEER DUTIES

Please check area(s) of interest

- Book Mending & Cleaning Volunteer:** Repair mylar jackets, loose spines on books and torn pages; replace broken cases; clean books; buff CDs and DVDs.
- Clerical Support Volunteer:** Copy/collate; edit proofread fliers; fax/email program information; file; answer phones; shipping and receiving assistance.
- Computer Assistant Volunteer:** Hand out Internet guest passes; assist the public with the basic use of the Internet, creating email accounts, basic computer software applications and printing documents.
- Computer Assistant Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.
- Interlibrary Loan Volunteer:** Unwrap materials arriving from other libraries to fill interlibrary loan requests; repackage materials being sent back to their owning libraries.
- Outreach Volunteer:** Take materials from various library sites to Jan Evans Detention Center, Sun Valley Neighborhood Center, Record Street Homeless Shelter and other sites that may be determined at a future date.
- Program Volunteer:** Set up and arrange furniture as requested for programs; help where needed during programs and events; assist in clean up after program has concluded; assist in the preparation and distribution of program/outreach materials; assist with arts and crafts; assist with seasonal decorating and bulletin boards.
- Public Area Volunteer:** Assist with shelving books and stack maintenance; load/unload and sort items on book carts; assist with organizing book sale and/or donation items; restock/straighten literature and replenish supplies; search shelves for specific materials listed on a report; maintain appearance in public areas, including cleaning shelves, tables, chairs and computers; water, trim and fertilize indoor plants as needed.
- Public Area Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.
- Technical Services Department Volunteer:** Unpack, preprocess and dispatch materials; OCLC searching¹; packing bins for pickup; miscellaneous office duties.
- Volunteer Trainer:** Instruct volunteers on how to mend/clean books and maintain library materials.

¹ Preprocess: add barcodes, stickers, etc. to materials; transfer audio-visual material into cases

Dispatch: scan library materials; disburse items into bins

OCLC searching: research materials in the OCLC database