



# Maitland Public Library Volunteer Application



Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address (street, city, zip code):

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email:

\_\_\_\_\_

Reason for volunteering:

\_\_\_\_\_

Your availability: Weekdays only? Y / N      Saturday only? Y/N

**Mon** – AM / PM **Tues** – AM / PM **Wed** – AM / PM **Thurs** – AM / PM **Fri** – AM / PM **Sat** – AM / PM

Please describe your leadership style:

\_\_\_\_\_

\_\_\_\_\_

Please describe your experience working with children or libraries (if any):

\_\_\_\_\_

\_\_\_\_\_

**Parent's Signature**

X \_\_\_\_\_

Parent or Guardian's Cell Phone: \_\_\_\_\_

Parent or Guardian's Email: \_\_\_\_\_

# MPL Youth Volunteer Terms and Agreement

Thank you for giving your time as a volunteer at the Maitland Public Library. We appreciate your commitment to making the youth department a valuable community asset. **We do not accept volunteers performing court-ordered community service.** Please check with the probation office or Department of Public Safety in your County for a referral. By signing the following, you acknowledge your agreement to the following rules and terms required by the Youth Department of the Maitland Public Library. If you cannot uphold this agreement, you will be asked to leave the program.

- I will show up on time and ready to work at the shifts I have agreed to work. If I cannot make a shift I have agreed upon, it is my duty to let Christina Burgos, Youth Services Librarian, know as soon as possible and at least 2 hours prior to my scheduled shift. **Initial:** \_\_\_\_\_
  
- Some tasks may be physical in nature. By signing below, I affirm that I am physically able to perform functions such as lifting, shelving, squatting, and carrying tables, chairs, etc. If I'm unable to perform these functions, I will speak directly to the Youth Services Librarian to see if there are available tasks that meet my need for reasonable accommodations. **Initial:**\_\_\_\_\_
  
- All volunteer shifts last one to four hours. I agree to have arrangements for transportation to and from the library. I understand that I am welcome to stay at the library before or after my shift, and understand that I will be responsible for myself and my transportation arrangements in these situations. **Initial:**\_\_\_\_\_
  
- The following behaviors will not be permitted while on shift:
  - Eating, unless I have permission from the Youth Services Librarian.
  - Making social calls, texting, or using the internet on my phone.
  - Violating the attached dress code.
  - Disrespecting this position, the patrons, or the library staff.**Initial:** \_\_\_\_\_
  
- I understand that breaks are permitted but must be scheduled by the Youth Services Librarian. If my shift occurs over my usual lunch or dinner time, I agree to plan ahead. Bottled/lidded drinks will be permitted (no open cups or cans). **Initial:**\_\_\_\_\_
  
- I understand that I will be allowed to keep my cell phone on my person in order to receive calls or texts from my parent or guardian. I understand that I will be permitted to take pictures (not capturing the faces of patrons unless given express permission to do so), but will wait until after my shift to post them to social media. I understand that excessive phone use during my shift may result in being asked to leave the program. **Initial:**\_\_\_\_\_



- I agree to adhere to the attached dress code. If I have questions about the dress code, I understand that I may contact Youth Services Librarian, Christina Burgos.  
**Initial:** \_\_\_\_\_
- When not assisting with specific events or completing assigned tasks, I understand that I may be asked to do jobs such as cleaning tables and toys in the children’s area, and shelf reading. Shelf reading is the act of putting books correctly on the shelf in proper alphabetical order. This task is tedious but it must be done. I agree to work diligently and thoroughly. **Initial:** \_\_\_\_\_

Benefits of volunteering will include necessary service hours, partnerships within the community, friendships with other volunteers, and the potential for future employment. Please be respectful, punctual, and diligent, and the benefits of your hard work will pay off.

By signing below, you verify that you have read and agree to adhere to the above statements. Signature of parent or legal guardian is required.

X \_\_\_\_\_  
**Volunteer Name (Printed)**

X \_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Volunteer Email Address**

As the parent and/or legal guardian of the aforesigned, I agree to the above policies and support my child in their volunteering endeavors.

X \_\_\_\_\_  
**Parent/Legal Guardian Signature**

\_\_\_\_\_  
**Date**



**VOLUNTEER RELEASE FORM FOR MINORS (17 years old or younger)**  
**PARENTAL CONSENT REQUIRED**

I, \_\_\_\_\_, being the parent or legal guardian of \_\_\_\_\_ (the "Minor") hereby consent to and authorize the Minor to act as a volunteer for the Maitland Public Library (MPL).

I acknowledge and agree that activities performed by the Minor as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation, or benefits. I agree and understand that the Minor must comply with the rules and regulations established by MPL and that failure to do so may result in the Minor's immediate removal as a volunteer.

I am aware of the nature of the activities to be performed by the Minor as a volunteer and recognize that in working with and around children and performing volunteer tasks, a risk of harm, injury, illness or disease exists, including physical harm, illness, or disease caused by work in a public environment. I agree that all volunteer activities are to be performed by the Minor at the Minor's risk and I assume full responsibility therefore.

I understand that public relations are an important part of volunteering at MPL. I consent to and authorize the library to use any photographs taken of the Minor for public relations.

I acknowledge that the Friends of the Library is a separate entity from MPL, and any work done in association with the Friends of the Library, including volunteering at book sales and in the book store, is within the jurisdiction of Friends of the Library leadership. I understand that the Minor's volunteer application and personal information, including, but not limited to, phone numbers and email addresses, will be shared between the two organizations should the Minor agree to volunteer for the Friends of the Library.

On behalf of myself, the Minor, and our respective heirs and personal representatives, I agree not to hold or attempt to hold Maitland Public Library, the City of Maitland, their officers, board members, volunteers, County Commissioners or employees, responsible for any injury or damage sustained or incurred by the Minor, arising out of or in any way connected with the Minor's activities as a volunteer for the library. I hereby release and discharge the Maitland Public Library and the City of Maitland, their officers, board members, volunteers, County Commissioners and employees from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by the Minor.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian



\_\_\_\_\_  
Signature of Volunteer Coordinator or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Volunteer Coordinator or Designee



## Maitland Public Library Youth Services Volunteer Dress Code

The following information is intended to clarify the Maitland Public Library (MPL) dress code for volunteers aiding the Youth Services Department, and should be used as a guide. As a youth volunteer, you represent the Youth Department of the Maitland Public Library and are expected to put forth a professional, respectful image, which means dressing appropriately for the role. All clothing should be clean and modest in style. If in doubt about a piece of clothing, it's best to choose something else. If you have any questions, feel free to ask the Youth Services Librarian.

<p><b>HEAD:</b> Thin headbands are permitted.</p> <p>Hats, bandanas, sunglasses, visors, hoods, and obstructive headbands are not acceptable indoors. Religious headwear is permitted.</p>	<p><b>ACCEPTABLE:</b></p> 	<p><b>NOT ACCEPTABLE:</b></p> 
<p><b>TOPS:</b> Tops must cover shoulder to shoulder. They must stay below the belt line or remain tucked in. Crew neck t-shirts are permitted.</p> <p>Tank tops, low-cut shirts, spaghetti straps, crop tops, and muscle shirts are not permitted.</p>	<p><b>ACCEPTABLE:</b></p> 	<p><b>NOT ACCEPTABLE:</b></p> 

**BOTTOMS:** Shorts (must come to the knees), clean denim, and capris are permitted.

Undergarments and buttocks must remain covered at all times, even when seated.

Short shorts, leggings worn as pants, distressed denim, baggy pants, and anything with excessive holes or staining are not permitted.

**ACCEPTABLE:**



**NOT ACCEPTABLE:**



**DRESSES AND SKIRTS:**

Dresses and skirts must be mid-thigh or longer. Leggings worn with dresses and skirts of an appropriate length are permitted. If in doubt, use the fingertip rule (if it's longer than your fingertips, it's probably okay).

**ACCEPTABLE:**



**NOT ACCEPTABLE:**

