

# WINDSOR Public Library

## Main Library

323 Broad St., Windsor, CT 06095 | 860-285-1910

## Wilson Branch Library

365 Windsor Ave., Windsor, CT 06095 | 860-247-8960

[www.windsorlibrary.com](http://www.windsorlibrary.com)

## Adult Volunteer Application

Thank you for your interest in volunteering at the Windsor Public Library. We rely on our volunteers to assist library staff in extending services and programs of the library. We welcome volunteers who are eager to help make a real difference in our community. At this time the library does not accept court mandated community service assignments. **All volunteers must hold a library card in good standing.**

### Personal information

Name:

Date:

Address:

City:

State:

Zip

Email address:

Home Phone:

Cell phone:

Emergency contact:

Relationship:

Phone:

Do you currently have a Windsor Library card? Y N If no, do you have one from your Town? Y N

### Employment information

Employer's name:

Position/Title:

Duties include:

Other employment experience (briefly describe):

### Education

Level of education completed and field of study:

### Volunteer information

Have you ever volunteered before? Yes No If so, where:

Brief description of duties:

Other organizations for which you currently volunteer:

Special interests, skills, or hobbies:

Do you have any physical limitations, please explain?

How did you hear about the library's volunteer program?

**Experience** (check all that apply) :

- |  |   |
|--|---|
| <input type="checkbox"/> Gardening (weeding/repotting, etc)          | <input type="checkbox"/> Technology/Computer work _____               |
| <input type="checkbox"/> Light indoor cleaning                       | <input type="checkbox"/> Knowledge of equipment _____                 |
| <input type="checkbox"/> Organization (detailed sorting or shelving) | <input type="checkbox"/> Digital camera/video recording/editing _____ |
| <input type="checkbox"/> Art and crafts ability _____                | <input type="checkbox"/> Work with Children or Teens _____            |
| <input type="checkbox"/> Previous library work _____                 | <input type="checkbox"/> Other: _____                                 |

Experience with electronic resources, please list:

**Please list your top 5 preferences in order** (additional details are in our volunteer brochure):

- Children's Department: Assist with crafts, folding/stapling, and other misc. clerical duties or bring stuffed animals and puppets home for washing, mending and TLC.
- Program Assistant for Adults and/or Kidspace: May entail craft preparations, picture taking/video recording, obtaining photo releases as necessary, room set-up and take down of chairs/ tables, snack set-up, and safe supervision of the event. *This may not be a regular schedule.*
- Adult Services: Assist with clerical duties such as relabeling, discharging, processing new or mending damaged library items. Keeping display racks current and organized. Use our specially designed equipment to clean dvds/cds.
- Housekeeping: Clean computer screens, dust and wash shelving, or wash toys and games.
- Homebound Delivery: Deliver materials to people who are physically unable to visit the library. *Valid driver's license and your own vehicle required.*
- Adopt-A-Shelf: Methodically ensure specific library items are in proper numeric/alpha order.
- Green Thumb: Water, fertilize, prune or repot interior library plants. Seasonally, weed outdoor library grounds.
- Technology: Assist with one-on-one tech support to help patrons with electronic equipment and programs such as e-readers, laptops, phones, cameras, email, and apps.
- Photography: Assist with one time assignments of professional level photography and video using your equipment. (Photos may be used for library and town publicity as well as to build your personal portfolio.)
- Music Makerspace: Supervise the space during drop-in times. Learn the basics of the instruments and equipment and be willing to assist others doing the same. Musical experience is helpful but not required. This requires a firm commitment to the agreed upon dates/times. Special programming opportunities for those with advanced music experience.
- Mezzanine Makerspace: This opportunity requires a minimum six month commitment. Experts needed to lead one-on-one or small group instruction. Proven skills needed in, but not limited to, the following areas: sewing, machine embroidery, small project soldering, paper crafting, 3-D design, master weaving, digital illustration, or photo/video editing. Machinery and equipment provided.

**Schedule Information**

I am willing to work at:  Main Library  Wilson Branch  Either

I am available for volunteer service: (Check all times that apply)

	Mon	Tues	Wed	Thurs	Fri
Morning					
Afternoon					
Evening					

How many hours per week are you willing to work?

Is your volunteer service expected to be ongoing or temporary?

If temporary, please list the expected completion date of service and total number of hours:

**Background Information**

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes  No If so, please list:  
*The Town of Windsor requires a criminal background check.*

Professional references preferred if you have worked in the last 3 years:

Professional Reference: Relationship: Telephone:

Personal or Professional Reference: Relationship: Telephone:

**Release of Liability and Confidentiality Waiver**

I fully assume all risks associated with participation with the Town of Windsor volunteer program, even if due to the negligence of the Town of Windsor, its agents, servants or employees.

I, hereby release The Town of Windsor, Staff, its agents, boards, commissions, from any and all liability in connection with any injury or claim of damages including attorney fees, in connection with volunteer work at the Windsor Public Library even if caused by the negligence of the Town of Windsor, its agents, servants or employees.

I, for myself and my heirs, assigns, successors, executors, administrators, and legal representatives, agree to defend, indemnify and hold harmless the Town of Windsor, its agents and employees, and all of its departments, boards, commissions, and agencies, from any and all claims, suits or demands by anyone arising from my participation in the volunteer program, even if caused by the negligence of the Town of Windsor, its agents, servants or employees.

I also understand that in my capacity as a Town of Windsor volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

I give the town and the library permission to utilize any photographs and videos taken for publicity purposes.

Printed Name: \_\_\_\_\_

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

# Town of Windsor - Public Library

## CRIMINAL AND/OR DRIVING BACKGROUND CHECK RELEASE

To process your criminal and/or driving background check release with the State Police Bureau of Identification as a Volunteer with the Town of Windsor, please complete the following:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Last four digits of your Social Security # **XXX-XX-**\_\_\_\_ \_

I, \_\_\_\_\_, hereby consent to the State of CT furnishing the Town of Windsor with any information concerning the undersigned contained in police and/or court records.

Signature: \_\_\_\_\_

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

### **For staff use only:**

\_\_\_ Volunteer guidelines

\_\_\_ Schedule/punctuality

\_\_\_ Supervisor contact information

\_\_\_ Signing in/out

\_\_\_ Volunteer badge

\_\_\_ Storage of personal items

\_\_\_ Criminal background check requested \_\_\_\_\_