City of Long Beach
Long Beach Public Library
Volunteer Application

Welcome and thank you for your interest in becoming a volunteer for the Long Beach Public Library system.

Volunteering is such a rewarding experience and it gives you a chance to meet new people, explore new interests and make a significant contribution to your community! Volunteers work throughout the Library System. Opportunities range from a few hours occasionally to ongoing jobs which require specific skills and responsibilities.

The Long Beach Public Library Volunteer Program assists the Library in carrying out its mission to meet the information needs of our culturally diverse and dynamic population. The Library recruits volunteers of all ages on a continuous basis to assist staff with projects and to provide one-on-one customer service support at the Information Center for People with Disabilities. The Library supports the Long Beach Unified School District's Service Learning Program by offering Service Learning volunteer opportunities for high school students. Volunteers work at all 12 Long Beach Public Library locations.

The Volunteer Program provides an opportunity for members of the community to:

- Fulfill service hours for high school, college, and for job applications
- Enhance computer skills
- Gain satisfaction in providing a much needed service to the community
- Obtain experience in working in a business environment

The Library's need for volunteers changes throughout the year.

Please complete and sign the volunteer form and email, mail, or submit to any Long Beach Public Library location. Be sure all the information is completed as this will assist us in matching your talents and interests with a volunteer assignment you will enjoy, at a time which is convenient for you.

Long Beach Public Library
Attn: Volunteer Services Librarian
101 Pacific Avenue
Long Beach, CA 90822
Direct: (562) 570-5709
Email: lbpl_volunteers@lbpl.org

(Please print or type)

Date: _____

First Name: _____ M.I.: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: Hm: ( ) _____ Work: ( ) _____ Birth Date: _____/_____/_____

Soc. Sec.#:: _____-_____-_____ Driver's Lic.#: _____ State: _____ Exp.: _____

Languages (if other than English): _____

Have you ever been convicted of a felony? ☐ YES ☐ NO

Do you require any special accommodations? ☐ YES ☐ NO If yes, please explain: _____

_____

Who to contact in case of an emergency?

Name: _____ Relationship: _____ Phone: ( ) _____

Please list all days and times you are available to volunteer: _____

_____

Please check Long Beach Public libraries of interest:

- ☐ Main Library
- ☐ Alamitos
- ☐ Ruth Bach
- ☐ Bay Shore
- ☐ Bret Harte
- ☐ Brewitt
- ☐ Burnett
- ☐ Dana
- ☐ El Dorado
- ☐ Los Altos
- ☐ Mark Twain
- ☐ North

Please list skills or talents which you would be willing to share with others: _____

_____

_____

Applicant's Signature: _____ Parent's or Guardian's Signature: _____

****For office use only****

Has the Applicant above been fingerprinted? ☐ YES ☐ NO If yes, fingerprint date: _____/_____/_____

Staff Signature: Site: Date Received: / /

Long Beach Public Library
Standards for Volunteering

Mission Statement:
The Long Beach Public Library is committed to meeting the information needs of our culturally diverse and dynamic population.

- We provide quality library service through a staff that is responsive, expert, and takes pride in service.
- We offer a wide selection of resources and materials representing all points of view.
- We support lifelong learning, intellectual curiosity, and free and equal access to information.

The Library expects to:
- Provide a safe working environment.
- Provide supervision and training necessary for assigned tasks.
- Treat volunteers as valuable contributors to the success of the library.
- Provide 15 minute breaks for every four hours of work.

Volunteers are expected to:
- Keep as their number one priority, to provide outstanding, helpful and friendly service.
- Arrive to work on time and ready to work.
- Give ample notice and call immediately if unable to work at their assigned time.
- Dress appropriately. Denim is allowed if clean, free of rips, and is not baggy or too tight.
- Report to their supervisor or librarian in-charge upon arrival for work.
- Keep track of their hours by signing in and out each day.
- Wear their volunteer badge at all times. No exceptions.
- Be courteous to patrons and staff at all times.
- Immediately notify their supervisor or librarian in-charge of any problem situations or customer complaints.
- Use the telephones only for business calls.
- Use personal cell phones only for emergencies.
- Use the library's public computers only for assisting patrons.

The Library reserves the right to dismiss any volunteer for poor performance, excessive absenteeism or misconduct.

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING.

Volunteer Name *(Please print)*	Volunteer Signature
Parent's Name *(Please print)* *(For volunteers under 18 years of age)*	Parent's Signature *(For volunteers under 18 years of age)*
Supervisor's Name *(Please print)*	Supervisor's Signature

January 2009

CITY OF LONG BEACH VOLUNTEER

All City of Long Beach Volunteers *must* sign the waiver and release of claim below.
If you are a minor (under 18 years of age) your parent or guardian must also sign this form.

Name: _____ **Date Of Birth:** _____

Home Address: _____

Home Phone: _____ **Cell Phone** _____

School Attending: _____

EMERGENCY CONTACT INFORMATION

Parent / Guardian Name: _____

Parent / Guardian Address: _____

Home Phone: _____ **Work Phone:** _____

RELEASE OF LIABILITY

"I waive and forever release and discharge the City of Long Beach, and it's officers, employees and agents from all liability, claims or losses arising from or attributable to my participation as a volunteer. I hereby waive the right to make any claim against the City of Long Beach, or its agents or employees, for any injuries or damages, charges or expenses, including attorney's fees, which might be sustained as a result of my participation as a volunteer for the City of Long Beach. This waiver is given in partial consideration for permission granted by the City of Long Beach to participate in City activities. I further understand the City does not provide any form of insurance for volunteers.

_____ **Date:** _____
Volunteer Signature

_____ **Date:** _____
Parent/Guardian Signature
(If volunteer is a minor)