

VOLUNTEER OR COMMUNITY SERVICE

The Library utilizes volunteers or persons who need to perform community service on an informal basis as needed, with the following understanding:

1. Volunteers and persons carrying out community service are unpaid workers in the Library and are treated with the same attention and respect accorded paid staff.
2. The non-paid workers do not replace staff but provide support services to paid staff and/or work on special projects.
3. Persons wishing to be considered for volunteer placement will fill out the attached Application. Volunteers are selected based on their qualifications and the needs of the Library. There is no discrimination or favoritism because of race, color, religion, age, sex, national origin or ancestry, marital status, disability, mental illness or sexual preference unless there is a bona fide qualification issue.
4. Volunteers are assigned to work with a specific supervisor in one of the departments of the Library. The supervisor trains, schedules, supervises, and evaluates the volunteer.
5. Volunteers are expected to follow the Library's rules regarding employee conduct.
6. Workers Compensation does not cover Library volunteers.
7. Volunteers who use their own cars as part of their volunteer activity are required to have their own insurance and must sign a waiver releasing the Library and the City of Middletown from liability.
8. Background checks are required for volunteers who work with children or deliver books to the homebound.

APPLICATION FOR VOLUNTEER OR COMMUNITY SERVICE

RUSSELL LIBRARY

A Gateway to the Future of Middletown

123 Broad Street

Middletown CT 06457

(860) 347-2528

Date _____

Name: Last _____ First _____ Middle _____

Street _____ City _____ State _____

Zip Code _____ Telephone _____

Days and hours available _____

Number of hours needed or available _____

Reason for volunteering or need for community service _____

Person to contact in emergency _____

2 References (educator, employer or other – name, address, telephone)

Special Skills or Interests? Comments? (e.g., office skills, painting, gardening, arts)

I have answered all of the above questions to the best of my ability. I hereby certify that there are no omissions of any kind, no misrepresentations or falsifications, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that, if I am selected for volunteer or community service by Russell Library, any omission, misrepresentation or falsification may be grounds for immediate termination of my volunteer or community service.

I hereby authorize the Library to conduct any and all necessary inquiries as to my character, reputation, background and ability to perform in the volunteer or community service I am applying for. I specifically authorize the Library to contact any and all of the references listed, and I authorize the references to release to the Library any and all information, orally or in writing, regarding my application with the Library, and I hereby release such persons from any and all legal liability in connection with the same.

I understand and agree that upon receiving a conditional offer of volunteer or community service from the Library I may be requested to submit to fingerprinting, and to national and state criminal record checks, and I fully authorize the Library to conduct any and all such background and records checks, and I agree to cooperate in such checks and hereby release the Library from any and all legal liability in connection with the same.

_____ Print Name of Applicant

_____ Signature of Applicant _____ Date