



Individual Volunteer Application

Please return your completed volunteer application & volunteer agreement to the branch you wish to volunteer at, or mail to the following address:

**Norfolk Public Library
 Attn: Amanda Renwick Lloyd– Volunteer and Training Coordinator
 1155 Pineridge Rd. Norfolk, VA 23502**

You can also fax your completed application to 441-5869. You will be contacted once your application is reviewed. An interview may be necessary before assigning a volunteer position. Please allow 3-5 business days for the application review process. If you have any questions, please call 664-7328 ext. 320 or email NPLVolunteer@norfolk.gov.

Application Date: _____ Date of Birth _____

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Email Address _____

Employer/School name (*circle*) _____ Grade Level (*if applicable*) _____

1. What hours are you available? (Please be as specific as possible)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

2. Are your volunteer hours required for a class or school? _____ YES _____ NO
 If YES, total hours needed _____ Deadline for completion _____

3. Are your volunteer hours a requirement to fulfill a court-ordered community service requirement? _____ YES (*MUST complete information below*) _____ NO
 IF YES, please state the nature of your offense _____

Total number of hours needed _____ Deadline for completion _____

Please note: You are required to notify the Library if a statement indicating hours worked must be sent to a third party. Statements are only generated on weekdays and the Library requires a forty-eight (48) hour notice. Please contact Amanda Renwick Lloyd, Volunteer and Training Coordinator at 664-7328 ext. 320 to request a timesheet.

4. Library Branch Preference (Please rank your top 3 volunteer location preferences numerically below ---- #1 being where you would most prefer to be placed, #2 being your second choice, and #3 being your third choice; we will do our best to place you in your #1 preferred branch)

_____ Norfolk Main Library	_____ Janaf	_____ Little Creek
_____ Barron F. Black	_____ Jordan-Newby	_____ Park Place
_____ Blyden	_____ Lafayette	_____ Pretlow
_____ Horace C. Downing	_____ Larchmont	_____ Van Wyck

5. Please describe any work/volunteer experience and special skills you have. _____

6. Indicate the type of tasks/duties you would like to do as a library volunteer. _____

7. Why would you like to volunteer at the Norfolk Public Library? _____

8. Personal References (not a relative and must be 18 or older)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

9. Do you have any physical or medical conditions (allergies, etc.) of which we should be aware of? _____ If YES, please explain: _____

10. In case of an emergency, please contact:

(Print Name) (Phone Number) (Relationship to volunteer)

Library Use Only:

Date received: _____ Date screened: _____

Location assigned: _____ Task assigned: _____

Comments: _____



Norfolk Public Library Individual Volunteer Agreement

Your work as a NPL volunteer provides important support for the library's mission of providing informational materials and programs to meet the needs of our diverse community for life-long learning, cultural enrichment, and intellectual stimulation.

Please read, sign and return this agreement with your volunteer application to:

Norfolk Public Library
Attn: Amanda Renwick Lloyd– Volunteer and Training Coordinator
1155 Pineridge Rd. Norfolk, VA 23502 or fax to 757-441-5869

The Library agrees

1. To provide you, as a volunteer, with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work.
3. To recognize your contributions as a volunteer to the success of the library.

As a volunteer, I agree

1. To attend NPL Volunteer Orientation.
2. To accept guidance and decisions of NPL paid staff members.
3. To abide by all of the rules of conduct governing NPL paid staff members.
4. To abide by the information in the Volunteer Handbook. (This can be found at www.npl.lib.va.us)
5. To always wear a volunteer name badge when on duty.
6. To record all volunteer hours in the Volunteer Time Sheet--Binder located within the branch.
7. To maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, or patron or involves library business.
8. To dress appropriately and act courteously to patrons and employees.
9. To report on time, as scheduled and check in with staff upon arrival at work and perform delegated tasks only. I will also notify my supervisor if I am unable to keep my schedule, need to take an extended leave, or if I decide to resign.
10. To grant full permission to the Norfolk Public Library to use my name and any photographs for any promotion/publicity purposes or for volunteer recognition without obligation or liability to me.
11. To give the Norfolk Public Library the permission to request and obtain data pertinent to my volunteering at the Library from individuals listed in the Volunteer Application.

I understand and agree that a background check and interview may be required before placement in any sensitive volunteer position.

I certify that all statements made in this application are true and correct to the best of my knowledge, and I agree and understand that any false information may result in my dismissal from the program.

Volunteer Signature: _____ **Date:** _____

Parental/Guardian consent (if under 18): I grant permission for _____ to participate in the Norfolk Public library volunteer program.
(child's name)

Parent/Guardian Signature : _____ **Date:** _____

Parent/Guardian Print Name:

Phone Number: