APPLICATION FOR VOLUNTEER SERVICE
Lone Star College-CyFair Branch Library

Personal Information

Name: 
Age (if under 18 years): 

Address: 
City: 
Zip: 

Telephone: 
Alt. Telephone: 

Email: 

Best time to contact you: 

Emergency Contact

Name: 
Telephone: 

Relationship: 

Education (please circle level completed)

Grade School:  7  8  9  10  11  12 

College:  1  2  3  4 

Technical School: 

Reason for Volunteering (check all that apply)

☐ Court Ordered Community Service
☐ School Requirement
☐ Personal Enrichment
Other: 

Skills & Interests:

Experience

Volunteer Service: 
Work Experience: 

Days & Times Available: 

Volunteer Assignment Preferred (check all that apply)

☐ ESL Conversation Club
☐ Shelving
☐ Shelf-Reading
☐ Arts & Crafts (Children’s Area)
☐ Reference Assistance
☐ Book Mending
☐ Circulation Assistance
☐ Other:
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Lone Star College-CyFair Branch Library

I do understand and agree:

❖ That I must be at least 15 years old in order to volunteer at the Lone Star College-CyFair
  Branch Library

❖ That before starting a volunteer assignment, there can be a 7-10 day processing period. Call 281-290-3210 to check if and see if your application has been processed.

❖ I will regard my assignment as a serious commitment and abide by all library policies.

❖ That should my conduct or performance be deemed unsatisfactory for any reason I will be released from my assignment.

❖ That neither the Harris County Public Library System nor Lone Star College-CyFair and the Lone Star College System will be liable for injuries sustained by me, or any other person, as a result of my action, or the action of others.

❖ That letters confirming the volunteer hours I have worked in library be requested within one year of the last day worked. Volunteer records, including hours worked are discarded after one year of inactivity.

______________________________________________ ____________________
Applicant’s Signature Date

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PERMISSION OF PARENT OR GUARDIAN FOR YOUTH VOLUNTEER

I hereby voluntarily give my permission for ______________________________ (name) to volunteer at Harris County Public Library, Lone Star College-CyFair Branch. I understand that the library and the college are not to be held responsible in case of accident.

______________________________
Signature (Parent or Guardian)

______________________________
Date

2
Welcome to the Lone Star College-CyFair Branch Library! To avoid misunderstandings, here are some of the main rules and procedures that you are expected to follow.

Remember that your service here is important to us and that we rely on you.

♦ You are responsible for maintaining your own regular schedule.
♦ Accurately record your hours in the appropriate Volunteer Log.
♦ Do NOT work over 8 hours in a single shift.
♦ If you need a letter written showing that you have volunteered, please contact Kerry Madole at 281-290-5277. Please give twenty-four hours notice that you need the letter.

Be aware that your role at the library is a support role.

♦ If a patron asks you for assistance, refer them to the Reference desk.
♦ Respect confidentiality. In accordance with Texas state law, all library patrons’ records are confidential. Information about specific library usage must not be discussed.

Be conscious of the fact that we are working in the public view.

♦ Dress neatly: no shorts, hats, gum chewing, etc.
♦ Keep talking to a minimum inside the library, especially in public areas.
♦ Limit telephone use to essential calls only. Do not use cell phones in library’s public areas.

Be considerate of housekeeping rules.

♦ Drinks may be taken into the workroom area only, not into the public area of the library.
♦ Food may be eaten in the kitchen only.

Thank you for donating your time and expertise to the Lone Star College-CyFair Branch Library. We couldn’t succeed without your help!

I HAVE READ AND UNDERSTOOD THE RULES AND PROCEDURES FOR VOLUNTEERS AT THE LONE STAR COLLEGE-CYFAIR BRANCH LIBRARY.

Signed ________________________________ Date ____________
Authorization to Release Information

I hereby authorize Lone Star College System to conduct a background review of my personal history, including but not limited to, my education, previous employment, driving record, any public records, social security number, and previous and current addresses. I understand that this background review may require fingerprinting by a licensed peace officer of the State of Texas and will include a review of any criminal history information maintained by federal, state, county, or local criminal justice agencies, courthouses, or criminal record repositories.

I hereby authorize any entity, agency or other company to release such information to Lone Star College System upon receipt of this request letter. I understand that the information released is for official use by Lone Star College System. I further understand the information released shall be privileged and confidential, and shall not be released or otherwise disclosed to any other person or agency except under court order.

I hereby release, discharge and hold harmless, Lone Star College System, its Board, officers, employees and agents from any and all liability for any or all claims that arise or may arise as a result of the inspection, investigation, use or preparation of any reports documents or data regarding the review or investigation of my background.

___________________________________   ________________________
* Applicant      Date

___________________________________ ________________________
* Witness  Date

*Full Name: ________________________ __________________________ ____________________
Last        First              Middle

*Date of Birth: ______/_____/______ **SSN: _______ - ____ - ________
MM      DD    YYYY

**Driver’s License No: _______________________ **State of Issuance _________________________

**Ethnicity: ___________________________ [White, African-Am. (Black), Hispanic, etc]

* List below any convictions, or deferred adjudication, received for violation of ANY criminal statute or law. Any records expunged under deferred adjudication proceedings must be listed below.

<table>
<thead>
<tr>
<th>✓ Level For Each Offense</th>
<th>YEAR /DESCRIPTION OF COURT CHARGE</th>
<th>State of Residence (when charged)</th>
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<tbody>
<tr>
<td>Misdemeanor</td>
<td>Felony</td>
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* REQUIRED   ** COMPLETE IF APPLICABLE

(REVISED 2/1/2010)