

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)

- Children Assistance
 - Circulation Assistance
 - ESOL
 - Friends of the Library
 - Reference Assistance
 - Teen Assistance
- Other:

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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.

Applicant's Signature

Date

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

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VOLUNTEER RULES & PROCEDURE

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.
- ◆ Breaks may be taken, but you will need to sign out and back in of the Volunteer Log.
- ◆ Do NOT work over 6 hours in a single shift.
- ◆ If you need a letter written showing that you have volunteered, please contact Diona West at diona.r.west@lonestar.edu. Please give forty-eight hour 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 _____

