

AMES FREE LIBRARY - EASTON'S PUBLIC LIBRARY

53 Main Street
North Easton, Massachusetts 02356

"Where the Community Connects"

Welcome, New Volunteer!

Please take a few moments to complete this application package. Return it to the staff at the circulation desk who will deliver it to Lorraine Rubinacci, the Ames Free Library's Volunteer Coordinator. Once Lorraine receives your application, she will follow up by email. If a shift is available, an hour-long orientation will be arranged and your volunteer work will begin.

For this application, please note the following:

- applicants under age 18 need a parent's signature on the application
- sign and date the dress code after reading it
- sign and complete both sides of the Volunteer Interest Survey
- if 18 or over, complete and return CORI forms for evaluation
- keep the Volunteer Guidelines for your own reference

Thank you for choosing to volunteer at the Ames Free Library.

Guidelines for Volunteer Work at AFL

Recordkeeping

At the end of each shift, please sign your timesheet and place it back into the accordion file in front of the appropriate letter. Sign the monthly statistics sheet on the clipboard as well. These records help the library accurately portray its role in the community to townspeople, government agencies, and foundations. These are also the records we need to verify your service for job and college applications, for tax credit programs, for applications to National Honor Society, etc.

Absence

The staff needs to know whether or not volunteers will be able to make their shifts. We are very accommodating if you need to switch your schedule when you get sick, have a family vacation, or an appointment. . . BUT you need to tell us so we don't leave tasks unattended. If you know in advance that you will be out, tell a staff person who will make a note of it. If there is a last-minute emergency, call the library at 508-238-2000 after 9:00 a.m. (10:00 on Saturdays). With this information, we can better plan our daily workload.

Please be aware that regular attendance is important for the library's efficiency and for the volunteer's progress. Unexplained or excessive absence may require a reevaluation of the volunteer's placement with the Ames Free Library.

The First Month

At the end of one month's volunteer service, the new volunteer and coordinator will review the experience, examine any problems, discuss new possibilities, and decide whether and how to proceed.

Staff Relations

When you arrive for a shift, it's always helpful to greet staff at the main desk and ask if they have any particular need for that day. Otherwise, proceed with your usual assignments as arranged with Lorraine and Mary.

Opportunities

As we get to know new volunteers, we try to match them with tasks that suit their experience and preferences while keeping in mind the daily needs of a functioning library. We can only do this if we know your preferences, interests, limitations, and good ideas! If you have a preference, voice it. Tell us what interests you. If you have an idea, propose it.

Lastly, if you are having some difficulty with your assignment or relations with patrons or staff, please don't hesitate to contact me at lrubinacci@amesfreelibrary.org. I'd be glad to help.

*Good luck and thanks for volunteering at the Ames Free Library,
Lorraine Rubinacci*

Volunteer Application

PERSONAL INFORMATION:

Name: _____ E-mail Address: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Emergency contact

Name

Phone

I am: ☐ a student (must be at least 13 years old) Name of school: _____
☐ an adult

I am seeking this volunteer position:

☐ To satisfy community service requirements for (name of organization) _____
total hours needed: _____ to be completed by: _____

☐ To become a year-round volunteer

☐ To volunteer for the summer

☐ To volunteer for special one-time projects

Briefly state why you would like to volunteer here: _____

Please indicate any physical accommodations that you may require while providing volunteer services:

Within the past 10 years, have you been convicted of a crime or released from prison? Yes No

If yes, please explain: _____

AVAILABILITY

	Mon	Tues	Wed	Thurs	Fri	Sat
Begin						
End						

SKILLS AND INTERESTS: Please complete the attached checklist.

Signature of applicant: _____ Date: _____

Signature of parent/guardian if under 18 _____

Dear Volunteer,

The following is the Ames Free Library dress code. An exception is made for volunteers arriving from school allowing them to wear jeans, cargo pants and t-shirts. The highlighted items apply to all staff. Please sign and date the sheet after you have read the code.

Attire for Staff and Volunteers of the Ames Free Library

Each employee is expected to use good judgment and dress appropriately for a business environment. The personal appearance of employees will be one that emanates pride and professionalism to correspond with the position held. Dress known as business casual is the norm. In compliance with this policy, the following are examples of unacceptable attire: blue jeans, cargo pants, sports attire such as t-shirts with messages and logos, **faded, torn, or badly wrinkled clothing, and shorts that are shorter than mid-thigh, halter or tube tops, and bare midriffs. Flip-flops are not allowed for safety reasons.**

Name: _____

Date: _____

Name:

Volunteer Interest Survey

Please put a checkmark “✓” to the left of any activity that interests you.

Put the letter “E” to the right of any activity for which you have experience.

Organize Library Collection:

Proofread shelves for accuracy
Pick holds
Tidy magazines and verify their order
Tidy newspapers; discard issues older than one week
Checking dates of DVDs with new stickers
Pull items for weeding reports
Remove older items from new book shelf
Collect books on tables and buckets in children's room. Place on cart to be shelved later.
Put book carts in order

Maintain Property:

Weed flower beds
Collect litter from grounds
Clean “house”—dust shelves, clean computer keyboards, etc.
Polish furniture
Pick up toys
Match chairs
Vacuum rug in children's room with a carpet sweeper
Manage water cooler: refill water and cups, empty waste basket
Supply bookends for each shelf

Manage Public Information:

Stock brochures display
Update bulletin board
Distribute publicity flyers around town; remove when event is over
Create additional signs, displays and flyers
Videotape library programs
Stuff envelopes for mailings

Build read-alike lists for patrons
Add entries to Facebook page
Expand/enhance website: incorporate new web tools
Make new bookshelf section signs for children's room
Create a bibliography of reference materials in the stacks
Inventory historical collection; create an annotated bibliography that could be linked to our website
Create an Excel spreadsheet of materials in the library's pamphlet file; link this to website

Assist with Events:

Assist Friends with organizing and running book sales
Phone “on-call” volunteers when help is needed for an event
Decorate for events
Assist with catering events
Set up/clean up for public programs
Recruit advertisers

Work with Supplies:

Prepare craft materials for story time
Clean DVDs
Cut scrap paper for reference desk
Prepare discards for book sales
Bring donated books to Queset House
Repair books and audiovisuals

Lead or Assist with Programs:

Read to young children (teen reading buddies)
Lead English conversation group
Offer job counseling
Tutor literacy
Help students with homework
Tutor computer skills
Teach foreign language
Lead book discussion
Lead crafting group
Read to seniors in local nursing home
Help children with games computer
Tutor patrons on e-readers
Assist with story time
Deliver materials to homebound patrons
Chaperone young adult “socials”—events with
video and traditional games, and other
activities

Help Patrons Use the Library:

Greet patrons; point them in the right direction
Assist patrons with self checkout
Help patrons search the online catalog
Provide basic technical support for public
computers

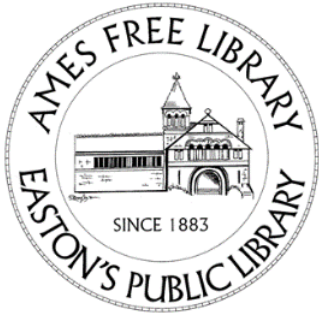
A Few Work Preferences:

(Please circle one of each pair.)

with children OR with adults
with computers OR without
sedentary OR physically active
quiet OR moderate noisy
in a team OR independent
exciting OR peaceful
sitting OR standing
consistency OR variety
with info OR with people

Other Interests and Talents?

Please list some interests or hobbies and any
special talents or skills that you may have.
Don't be shy! The library can benefit from your
interests.



AMES FREE LIBRARY - EASTON'S PUBLIC LIBRARY

53 Main Street
North Easton, Massachusetts 02356

"Where the Community Connects"

CORI REQUEST FORM

For all those 18 years of age or older

The Ames Free Library is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants and current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant, or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Ames Free Library to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Ames Free Library with written notice of my intent to withdraw consent to a CORI check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of Applicant

Date

SUBJECT INFORMATION:

Last Name First Name Middle Initial Suffix

Former Last Name(s) _____

Date of Birth (MMDDCCYY)

Last Six Digits of Your Social Security Number: _____ - _____

Sex: _____ Race: _____

Father's Last Name Father's First Name

Mother's Last Name Mother's First Name

Mother's Maiden Name

For Library Use Only

The above information was verified by reviewing the following form(s) of government issued photographic identification: _____

VERIFIED BY: _____

Name of CORI Ames Free Library Employee (Please Print)

Signature of Verifying Employee

Date

7-7-23