

Volunteer Application

more than a card
IRVING PUBLIC LIBRARY
más que una simple tarjeta

Today's Date: _____

Name _____
First Middle Last

Address _____			
Street	City	Zip	
Home Phone _____		Other Phone _____	
Email (print) _____			
Emergency contact _____		Telephone _____	

Volunteer Category

- Library Volunteer
- Literacy Tutor
- Student/ Service Learning Volunteer

School _____ Age _____

Hours Needed _____ Due Date _____ Graduation Year _____

Preferred Library location: _____

Have you volunteered at an Irving Library in the past? Y N

If yes, where and when? _____

Have you volunteered for any other group or organization? Y N

If yes, where and when? _____

What are your skills, interests or hobbies? _____

Why do you want to volunteer for the library? _____

Do you have an Irving Public Library Card?* Y N Card # _____

*Library patrons with Blocked library cards (containing lost, damaged or long overdue materials) must clear their library account, before being considered for volunteering.

Do you have any physical limitations? _____

Have you ever been convicted of a felony offense? Y N

I am available to volunteer at the following times:

Day	Library Hours*	Your Availability
Monday	10:00 am – 9:00 pm	
Tuesday	10:00 am – 9:00 pm	
Wednesday	10:00 am – 9:00 pm	
Thursday	10:00 am – 9:00 pm	
Friday	10:00 am – 6:00 pm	
Saturday	10:00 am – 6:00 pm	
Sunday	1:00 pm – 5:00 pm	

*Please note that hours at our Branch locations differ from the Central Library.

Volunteer Office Use:

Application Completed Library Card Background Check Y N

Interview Scheduled _____ Background Check Done

Safety Training _____ Completed _____

Work Schedule _____

Placement _____

Volunteer Guidelines

The Irving Public Library welcomes the opportunity to work with community volunteers and students in a variety of ways at the multiple library locations. Volunteers help the library provide an enhanced level of service to citizens and visitors, while in turn providing much appreciated assistance to the library staff. Library volunteers will supplement, but not replace permanent, paid staff. Volunteers are used on an as-needed basis, and the Irving Public Library reserves the right to limit, refuse or reject applicants at any time.

As a volunteer for the Irving Public Library and the City of Irving, I agree to:

- **Comply with Library dress code.** Please help maintain the professional appearance of the Library by dressing appropriately for your work assignment. Acceptable dress will be casual (jeans, t-shirts, sneakers, other business casual wear) with no tanks, halters, shorts, sandals or headwear.
- **Record all time worked on the appropriate time sheet.** Volunteers, who need to record and report their time for school projects, must bring their time sheets each time they work. Time should be recorded on days worked.
- **Adhere to assigned volunteer work schedule.** Please make a timely notification to the appropriate supervisor when unable to work. Excessive rescheduling or absence may result in dismissal.
- **Help to maintain the peaceful atmosphere of the Library** by placing all cell phones and pagers on silent while working. Volunteers are asked not to bring other electronic devices to the Library while working.
- **Conduct myself in a courteous, respectful and professional manner**, as a representative of the Irving Public Library and City of Irving.
- **Wear a volunteer name badge** at all times while working, to identify myself to both library staff and patrons.
- **Come prepared, to work hard, but have fun!** Please do not bring friends or family members along while volunteering.

Please note that some volunteer assignments may require additional screening, such as a criminal background check. You will be asked to give permission in advance if this is necessary. Volunteers do not receive compensation for work performed as a volunteer.

By signing this document, you acknowledge that you have read and agree to all guidelines listed above.

Volunteer Signature: _____

Staff Signature: _____

Date _____

CITY OF IRVING

GENERAL RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY

I understand that the City of Irving, Texas, (hereinafter the "City") is a home rule municipality that sponsors a variety of activities. The activities, which I seek to participate in, involve the risk of injury or death. I agree that by participating in the **Irving Public Library Volunteer Services Program**, I am responsible for my own safety and agree that I knowingly and voluntarily assume the risks involved in such activity.

In consideration of the City permitting me to participate in the activities described herein, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns, as follows: 1) I agree to waive, release, hold harmless, and discharge from any and all liability the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from and against any and all claims and damages of every kind, for my injury or death and for damage to or loss of property arising out of or attributed to the activities described herein, including but not limited to claims and damages arising in whole or in part from the negligence of the City and its elected or appointed officials, officers, agents, representatives, employees, and volunteers. 2) I also agree to defend, indemnify, and hold harmless the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from any and all liability, claims, actions, suits, judgment, damages, and costs arising out of or attributed to my participation in the activities described herein, including any injury or death and damage to or loss of property resulting there from. This Release shall bind executors, my administrators, heirs, next of kin, successors, assigns, and me.

I understand and acknowledge that the City is acting in reliance upon agreements made by me in this Release in order to extend to me the benefits of participation in the activities described herein and that, were I not willing to abide by the terms of this Release, such opportunity to participate in the activities described herein would not be extended to me. I further understand and acknowledge that the City is acting in reliance upon representations made by me in this Release, and were I not willing to abide by the terms of this Release, the City's permission to participate in the activities described herein would not be extended to me.

I understand that this Release is not a contract of employment, that I am not an employee of the City, and that I will not be eligible for nor entitled to workers' compensation benefits or any other employee benefits from the City.

Signed: _____ Date: _____

(Print Name) _____

Under 18, Parent/Guardian signature required: _____

Accepted by: _____ Date: _____