



**Lower Umpqua Library District**  
 395 Winchester Avenue  
 Reedsport, OR 97467  
 541-271-3500  
 luld.org

**Library Volunteer Application/Registration Form**  
 Submit to: Lower Umpqua Library

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Last (Full legal name) First MI

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Address: Street City State/Zip code

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Telephone: Home Work Cell

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Email address:

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Driver's license number: Renewal date

Have you ever had a traffic violation  Yes  No

Have you ever been convicted of a crime  Yes  No

If yes, please explain: \_\_\_\_\_  
 (Conviction will not necessarily disqualify an applicant from volunteering)

Are you currently volunteering elsewhere? If so, where?  
 \_\_\_\_\_  
 \_\_\_\_\_

If you have a disability and require accommodations to perform your volunteer assignment, please indicate the needed accommodations:  
 \_\_\_\_\_  
 \_\_\_\_\_

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Emergency contact: Name Phone number

Brief biographical sketch:

Please indicate weekly availability by filling the appropriate boxes:

	10	11	Noon	1	2	3	4	5	6
Tue									
Wed									
Thu									
Fri									
Sat									

If you are planning to volunteer for a limited or recurring period, please list the appropriate dates/months/seasons/years:

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Please indicate the types of activities you would be able and willing to do as a volunteer:

Requires learning Dewey Decimal numbers and our call number system:

- Shelving books
- Cataloging/inventorying books (comparing books on shelves to a printed list)

Requires care and attention to detail:

- Putting stickers on books or other materials
- Protecting/repairing books with tape, contact paper, mylar covers, or glue
- Writing dates or barcode numbers on books/discs
  
- Straightening books on shelves
- Dusting or cleaning windows
- Outdoor maintenance (e.g. weeding or landscaping)
- Restocking and rotating books in our Neighborhood Libraries (requires a vehicle)

Major projects:

- Managing or improving our website and Facebook page
- Scanning, preserving, and organizing historical documents
- Reading for children’s story time (requires a background check)
- Helping with Summer Reading Program (requires a background check)
- Giving presentations or teaching classes

If you have any other skills or ideas for activities that you think would be helpful to the library, feel free to list them below:

I understand as a Lower Umpqua Library District volunteer, I serve under the direction of the Library Director and staff. I may terminate the volunteer relationship at any time, for any reason. I hereby authorize the Lower Umpqua Library District to contact any source to verify and obtain information in assessing my qualifications, including but not limited to, past/present employment, motor vehicle agencies, and law enforcement agencies, and hereby release all persons, whomsoever, from any legal liability for furnishing said information. I understand that refusing to consent to a criminal history check; my application will receive no further consideration. I certify that there are no misrepresentations or falsifications on this application, and I am aware that any false statements may cause disqualification of my application.

### **Code of Ethics**

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and am expected to uphold the following.

1. I will keep confidential matters confidential.
2. I interpret "volunteer" to mean that I have agreed to work for no compensation.

Having been accepted as a volunteer worker, I am expected to work according to standards as any other professional.

1. I promise to bring to my work site, an attitude of open-mindedness, and a willingness to be trained.
2. I believe that I have an obligation to my work station, to those who direct it, to my colleagues, and to those for whom we serve to maintain a professional attitude.

### **Confidentiality**

Confidentiality is the preservation of information disclosed in a professional relationship. The nature of your duties as a volunteer may bring you into contact with a number of community members on a very personal basis. You may become aware of information relating to their financial resources, medical background or family problems. All information regarding community members, including who they are, and any information about their status and particular problems, is absolutely confidential. Breach of confidentiality will lead to immediate dismissal as a volunteer with the Lower Umpqua Library District.

My signature below certifies that I have read the material above. I understand the information provided and agree to abide by the Code of Ethics and Confidentiality described in this document.

### **Waiver:**

I hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages or injuries I may incur while volunteering for the Lower Umpqua Library District, its employees, officers, or agents.

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Signature of volunteer

Date