

Volunteer Application and Waiver of Liability (For Minors)

Lone Cone Library

Box 127 - 1455 Pinion Street Norwood CO 81423

970-327-4833

staff@loneconelibrary.org

**Volunteer/Minor Information:**

Name: \_\_\_\_\_ Birthdate: \_\_\_ / \_\_\_ / \_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Days and times of availability:**

\_\_\_ Monday

\_\_\_ Tuesday

\_\_\_ Wednesday

\_\_\_ Thursday

\_\_\_ Friday

\_\_\_ Saturday

\_\_\_ Mornings

\_\_\_ Afternoons

Type of service needed:

\_\_\_ School service learning hours

\_\_\_ Community/Court Appointed

**Please indicate preference in volunteer opportunities**

\_\_\_ Kids Programs

\_\_\_ Straightening books

\_\_\_ Placing books back on shelves

\_\_\_ Computer training/clerical

\_\_\_ Dusting/Cleaning

\_\_\_ Special Events

\_\_\_ Groundskeeping/Outside work

\_\_\_ Other: \_\_\_\_\_

Staff Use:

Approved by: \_\_\_\_\_ Contacted by: \_\_\_\_\_

Start Date: \_\_\_\_\_ Assignments: \_\_\_\_\_

*(Please complete reverse side)*

## Waiver of Liability for Minor Children

Volunteers increase the library's capacity to provide service to Lone Cone area residents without great increases to expenditures. In addition to managing its expenditures in the best interest of the Lone Cone Library residents, the library must manage its risk. As the guardian of a minor child volunteer, you agree to indemnify, defend, and hold harmless, and release Lone Cone Library (aka Norwood Public Library), Town of Norwood, Lone Cone Library District and their elected and appointed officials, officers, employees and authorized representative from and against all liability, loss, damage, expenses, costs (including attorney fees) arising out of or in any way attributed to the volunteer activities performed whether on or off library premises, including negligence. Any controversy, or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Arbitration Rules, and judgment on the award, rendered by the arbitrator (s) may be entered in any court having jurisdiction thereof.

By signing this agreement, you acknowledge that you have read it in its entirety, have given the terms due consideration, understand the terms, and understand that you are freely and voluntarily giving up certain rights for yourself and your minor child volunteer. Your signature further indicates that you acknowledge that this agreement shall be binding upon all your minor child volunteers, successors, heirs, assigns, receivers, and the like.

All volunteer service hours must be completed during normal library operating hours (Monday Thru Friday 10am-5pm with extended hours on Tuesday 10am-7pm Saturday 11am-4pm) with Director or regular employee supervision. Necessary documents or paperwork must be provided at the beginning of service and is the responsibility of the volunteer.

Name of Child: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

All court required community service hours must be completed during normal library operating hours (Monday Thru Friday 10am-5pm with extended hours on Tuesday 10am-7pm Saturday 11am-4pm) with Director or regular employee supervision. Necessary court documents or paperwork must be provided at the beginning of service and is the responsibility of the court ordered volunteer.

Your signature below also indicates your approval to allow a Lone Cone Library designee to conduct a background check if needed and related to your service as court ordered volunteer.

Name of Child: \_\_\_\_\_

## Volunteer Policy Statement of Confidentiality of Library Records

### Lone Cone Library

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The Lone Cone Library District recognizes the responsibility of protecting the privacy and confidentiality of library users. This confidentiality extends to information sought or received including:

- Library materials consulted or borrowed
- Database search records
- Reference interviews
- Inter-library loan records
- Circulation records
- Registration records and all other personally identifiable uses of library materials, facilities or services

**SUCH INFORMATION MAY NOT BE DISCLOSED**

Volunteer Declaration:

- As a volunteer I have read and understood the above declaration on confidentiality and agree to work within these arrangements
- I will maintain the confidentiality of the patrons and service users personal, sensitive, or confidential information
- I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to fulfill my role as a volunteer
- I will not mention the names or other details of patrons and service users in any conversation with people outside of the organization

Print Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_

## Volunteer Conduct Agreement

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As a volunteer I agree to the following:

- To arrive at or before the agreed-upon time for my scheduled tasks. If I am unable to make it on time, I will inform the relevant staff ahead of time.
- I will dress appropriately for the task(s) I am performing, including weather appropriate attire.
- I will maintain a professional and respectful demeanor, showing consideration for both staff members and patrons
- I will be mindful of the library's time and resources
- I will return all keys/materials that were borrowed to me to perform tasks
- I agree to inform appropriate staff of all contact information changes/updates

Print Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_