



Temple Terrace Public Library

202 Bullard Parkway
Temple Terrace, Florida 33617
813-506-6770
www.templeterrace.com/library

Volunteer Information Sheet

All Volunteers are subject to the same rules and regulations as Library employees. Volunteers must be at least 16 years or older. Library policies include, but are not limited to the following.

1. Potential volunteers are to complete an application form provided by the library.
2. Per Library Policy, the library does not permit court-ordered service hours.
3. The dress code is business casual with close-toed shoes.
4. While on duty, volunteers **are not allowed** to use cell phones, ear buds or socialize with friends.
5. A schedule will be decided for each person; all volunteers are expected to report to the library on time.
6. In case of sickness or emergency, volunteers are expected to call in before their work shift.
7. Since the general public does not distinguish between library employees and volunteers, volunteers are expected to be polite and helpful to patrons at all times.
8. Attention to **accuracy** is very important. If a book is not in its proper place, it's difficult to find. If you are unsure about any item, please ask or leave it un-shelved.
9. If you are found to be in violation of any Library Policy, you will be given one warning. Any further violation will result in immediate dismissal.

The City of Temple Terrace is a drug-free workplace.
813-506-6770
cbybee@templeterrace.com



Library Services Volunteer Application

Application must be completed fully by the applicant. ALL information is required and will be used solely within the Temple Terrace Library. Please *print clearly*.

Personal Information

Name _____
 Street Address _____ City _____ Zip _____
 Email _____
 Phone (____) _____ Cell Phone (____) _____ Date of Birth ___/___/___

Emergency Contacts

1. Name _____ Phone (____) _____
 2. Name _____ Phone (____) _____

Volunteer Experience

Have you previously volunteered or worked for a library system? Yes No
 If so, where? _____ When? _____
 Reason for Volunteering: _____

How many hours do you need to complete? _____

Library Hours

Monday & Wednesday 10am-8pm
 Tuesday & Thursday 12pm-8pm
 Friday & Saturday 9am-5pm
 Sunday Closed

Please list your availability to volunteer (days and time):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
___to___	___to___	___to___	___to___	___to___	___to___	Closed

If you are under the age of 18, a parent or legal guardian must sign this application.

 Parent/Guardian Signature

 Date

 Applicant Signature

 Date

Office Use Only
 Start Date ___/___/___
 Initial _____