



YOUTH VOLUNTEER REGISTRATION FORM

Students in grades 7 or higher are invited to become volunteers at the Albany Public Library. To become a volunteer, please fill out this form and turn it in at either Albany Public Library:

Main Library
2450 14th Avenue SE
Albany, OR 97322

Carnegie Library
302 Ferry Street SW
Albany, OR 97321

Name _____
Last First Middle

Address _____
please include zip code

Telephone _____

E-mail Address _____

Date of birth _____ School _____ Grade _____
during summer, list grade entering in fall

Note: You must have completed sixth grade in order to be a volunteer at the Albany Public Library.

Parent or guardian to contact in case of emergency:

Name _____ Relationship _____

Address _____
please include zip code

Telephone _____ E-mail Address _____

Do you have any health-related restrictions or physical limitations that might affect the work that you can do? Yes No

If yes, please explain: _____

I am interested in volunteering at the Albany Public Library. I understand that my attitude and attire at the Library should be professional. I will accept assignments and supervision courteously. I will be dependable and arrive on time.

Student Volunteer Signature Date

Parent/Guardian Signature Date



YOUTH VOLUNTEER AGREEMENT

Students who have completed a volunteer application and have also read and understand the Volunteer Orientation should sign this volunteer agreement and return it to either location of the Albany Public Library:

Main Library
2450 14th Avenue SE
Albany, OR 97322

Carnegie Library
302 Ferry Street SW
Albany, OR 97321

As a volunteer, I agree to the following:

1. I shall hold as absolutely CONFIDENTIAL all information that I may obtain directly or indirectly concerning patrons or staff. Confidentiality of library records is protected by ORS 192.502 and by the policies of the Albany Public Library. Library policies concerning confidentiality safeguard patron's right to free speech and privacy. They also protect library records from inquiries by local, state, and federal authorities.
2. My services are donated to the Albany Public Library without compensation or promise of future employment.
3. I shall be conscientious and conduct myself with dignity, courtesy, and consideration of others.
4. I shall attempt to resolve any problems related to my volunteer assignment with the Volunteer Coordinator or designee.
5. I understand the Albany Public Library reserves the right to end my volunteer status as a result of:
 - a. Failure to comply with Library policy;
 - b. Absences without prior notification;
 - c. Unsatisfactory attitude, work, or appearance;
 - d. Any other circumstances that in the judgement of the Library administration would make my continued service as a volunteer contrary to the best interest of the Library.

Student Volunteer Signature

Date