



1717 Austin Avenue
Waco, TX 76701
254-750-5941
www.wacolibrary.org

Our Library is looking for dynamic volunteers! Please complete the application form below. Answering the following questions will help us match your volunteer application with a suitable volunteer role. Thank you for your interest in volunteering and supporting the library's mission.

Personal Information

Name _____

Email _____

Phone _____

Age (if under 18) _____

Address _____

Physical Limitations _____

Emergency Contact

Name _____

Relationship _____

Phone _____

I certify that the facts set for in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.

I consent to having the City of Waco complete a criminal background check prior to volunteering.

Signature of Applicant

Date

Parent/Guardian Signature (required if less than 18 years of age)

Date



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What days are you available? (please circle)

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays

What times are you available? (please circle)

Mornings Afternoons Evenings

How often would you like to work? (please circle)

Once a week More than once a week Once a month Special events only

Which location do you prefer? (please circle)

Central East Waco South Waco West Waco Genealogy Center

Which assignments are you interested in doing? (please circle all that apply)

Circulation duties Clerical work Sort donated books Arts & Crafts Computer work

Children's Dept. Genealogy Dept. Teen Dept. Reference Dept. Technical Services

LIBRARY USE ONLY

Name _____

Start date _____

Location & Department _____

Supervisor _____

Assignment _____



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Welcome to the Waco-McLennan County's Volunteer Program

- Volunteering should be a fun and rewarding experience. You have made an important commitment and we depend on you. Please read the following expectations and discuss any questions you may have with the staff person supervising you.
- Please be on time and be prepared to work. Please call your supervisor if you are going to be absent or late.

Supervisor _____ Phone _____

- Please remember to be courteous to our customers. Excuse yourself and get a staff person whenever you are asked for assistance that you are not able to provide.
- If at any time, you find that you are uncomfortable in the presence of another person, immediately move away from them. If they persist, go to the nearest adult staff person and explain your situation. They will assist you. Your safety is important to us!
- Please dress appropriately. Flip flops, halter tops, or tank tops are not permitted.
- Please maintain patron's confidentiality and privacy.
- Please observe all Library policies and rules of conduct.
- Please do not distract others by loud or excessive talking, or other inappropriate behavior.
- Please wear your volunteer badge at all times.
- Please record your volunteer hours.

THANK YOU FOR VOLUNTEERING AT THE WACO-MCLENNAN COUNTY LIBRARY!