

Volunteer Form

Dunchurch Community Library

Voluntary working is in accordance with policies and codes of practice designed for the Community Library and all volunteers must agree to them to ensure that such important aspects such as health and safety and insurance are covered.

| | | | |
|----------------------------------|--|----------|--|
| Surname | | Forename | |
| Address (including post code) | | | |
| Tel No | | Email | |
| Mobile | | Date | |

We would prefer to contact you by email about library business, to keep you informed about new procedures, volunteer meetings, and library events. Your email address will never be given to a third party or used for anything except library business. Please sign here if you are happy for us to contact you by email.

Signature.....

| | | | | | | | |
|---|-------------|-------------|-----------------|--|---------------|-------------|-----------------|
| Working in the Library | | | | | | | |
| The Library is open throughout the year, apart from bank holidays. Can you help for a few hours a week, manning the library or perhaps helping in other ways? | | | | The Community Library is open 4 days per week: Tuesdays 10.00 – 18.30 Thursdays 10.00 – 17.00 Fridays 10.00 – 17.00 Saturdays 10.00 – 13.00 There is a rota system for volunteers to commit to dates they are available – you needn't commit yourself to every week. | | | |
| It would be helpful if you could indicate for which session(s) you might be available by ticking the boxes | | | | | | | |
| TUESDAY | | | THURSDAY | | FRIDAY | | SATURDAY |
| 09.45-13.35 | 13.25-17.05 | 16.55-18.45 | 09.45-13.35 | 13.25-17.15 | 09.45-13.35 | 13.25-17.15 | 09.45-13.15 |
| | | | | | | | |
| Or just tell us when you would prefer to work – a regular time such as Friday mornings, or irregular times whenever you are not busy. We keep a rota on the staff computer in the library where you can sign up for the dates and times you would like to work. This rota is available online so you can check it from home and sign up for any sessions you want to do. | | | | | | | |

PTO

Skills Audit

Training will be provided in all the necessary aspects of volunteer service. However, if you have existing skills and experience that might be helpful to us, please let us know.

| Skills | Yes/No | Details |
|----------------------------------|--------|---------|
| Library skills | | |
| Administration | | |
| Working with children | | |
| Computer skills | | |
| Other | | |
| Do you have: | | |
| a Current First Aid certificate? | | |
| a CRB certificate? | | |

Training

We would like you to tell us about any particular areas in which you feel you would like training.

| Activity | Yes/No | Details |
|-----------------------------|--------|---------|
| Health and safety | | |
| Customer service | | |
| Computer skills | | |
| Other – please give details | | |

Financial

There are no subscriptions in becoming a volunteer but we are responsible for every running cost of the Community Library including the on-going maintenance. In addition to library volunteering please consider how you might help financially.

| Fund-raising | Yes/No |
|--|--------|
| Could you help with fund-raising events? | |
| Could you organise fund-raising events? | |
| Would you be willing to make a regular payment in support, as a Friend of Dunchurch Library? | |
| Have you any suggestions for fund-raising activities? Please list here: | |
| | |