



WASHOE COUNTY
LIBRARY SYSTEM
www.washoecountylibrary.us
Group Volunteer Application

Contact Information	
Group/Organization	
Group/Team Leader (contact)	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	
Describe your group and its focus	

Availability	
Specific day(s)	Specific time(s)
<input type="checkbox"/> Short-term project	<input type="checkbox"/> On-going partnership

Locations – Where you would like to volunteer (check all that apply)			
<input type="checkbox"/> Downtown Reno	<input type="checkbox"/> North Valleys	<input type="checkbox"/> Sierra View	<input type="checkbox"/> Sparks
<input type="checkbox"/> Duncan/Traner	<input type="checkbox"/> Northwest Reno	<input type="checkbox"/> South Valleys	<input type="checkbox"/> Technical Services
<input type="checkbox"/> Incline Village	<input type="checkbox"/> Senior Center	<input type="checkbox"/> Spanish Springs	<input type="checkbox"/> Verdi

List names of members (attach additional sheet if necessary)	

Signature of group/team leader	
Name (printed)	
Signature	
Date	

Return Completed form to Washoe County Library Administration, PO Box 2151, Reno, NV 89505

WASHOE COUNTY VOLUNTEER AGREEMENT

PLEASE TYPE OR PRINT

As _____ of _____,
(Title/Position) (Name of Group or Individual)

I, _____, hereby offer and agree to volunteer services without
(Print Name)
compensation of any kind from Washoe County.

I understand and agree that we are not employees of Washoe County while acting within the scope of this Agreement.

I understand and agree that the members of the group will be deemed to be as if they were County employees for the purposes of NRS Chapter 41 and the Volunteer Protection Act of 1997, both of which protect us from liability for injury or damage to others caused by some acts done by us within the course and scope of our duties as assigned by the supervisor.

I understand and agree that to the extent that Chapter 41 and/or the Volunteer Protection Act do not legally require Washoe County to defend or indemnify us for our actions, that _____ is responsible for any such defense,
(Name of Group or Individual)

damages or injuries which result from those actions, including any defense of, or damages or injuries to, Washoe County or its employees which result from those actions which may include, but are not limited to, willful or criminal misconduct, gross negligence, reckless misconduct or a conscious flagrant indifference to the rights or safety of the individual harmed by the volunteer and for harm caused by the volunteer operating a motor vehicle, vessel, aircraft or other vehicle for which the State requires the operator or the owner of the vehicle, craft or vessel to possess an operator's license or maintain insurance.

I certify that I am at least 18 years of age.

The members of the group are in good physical condition adequate to perform the duties for which they have volunteered, and agree to tell the supervisor of any significant change in health which would affect their ability to perform the duties for which they have volunteered.

I understand and agree that volunteering with the County is not a right, and that our volunteer services can be terminated at any time, for any reason, with or without notice.

Signature

Date

WASHOE COUNTY LIBRARY
Volunteer Supplemental Checklist

Hours can vary from 8:00 a.m. to 8:00 p.m., any day of the week. Please check the day(s) and time(s) you would be willing and available to volunteer. Hours can be changed when requested.

<input type="checkbox"/> Monday	Hours	to
<input type="checkbox"/> Tuesday	Hours	to
<input type="checkbox"/> Wednesday	Hours	to
<input type="checkbox"/> Thursday	Hours	to
<input type="checkbox"/> Friday	Hours	to
<input type="checkbox"/> Saturday	Hours	to
<input type="checkbox"/> Sunday	Hours	to

Please indicate which locations you are willing to be assigned to:

<input type="checkbox"/> Administration	<input type="checkbox"/> Senior Center
<input type="checkbox"/> Community Resource Center	<input type="checkbox"/> Sierra View
<input type="checkbox"/> Downtown Reno	<input type="checkbox"/> South Valleys
<input type="checkbox"/> Duncan/Traner	<input type="checkbox"/> Spanish Springs
<input type="checkbox"/> Incline Village	<input type="checkbox"/> Sparks
<input type="checkbox"/> North Valleys	<input type="checkbox"/> Tech Services
<input type="checkbox"/> Northwest Reno	<input type="checkbox"/> Verdi

Name (please print)

Date

Signature

WASHOE COUNTY LIBRARY
P.O. Box 2151
Reno, NV 89505
327-8343

VOLUNTEER DUTIES

Please check area(s) of interest

- Book Mending & Cleaning Volunteer:** Repair mylar jackets, loose spines on books and torn pages; replace broken cases; clean books; buff CDs and DVDs.
- Clerical Support Volunteer:** Copy/collate; edit proofread fliers; fax/email program information; file; answer phones; shipping and receiving assistance.
- Computer Assistant Volunteer:** Hand out Internet guest passes; assist the public with the basic use of the Internet, creating email accounts, basic computer software applications and printing documents.
- Computer Assistant Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.
- Interlibrary Loan Volunteer:** Unwrap materials arriving from other libraries to fill interlibrary loan requests; repackage materials being sent back to their owning libraries.
- Outreach Volunteer:** Take materials from various library sites to Jan Evans Detention Center, Sun Valley Neighborhood Center, Record Street Homeless Shelter and other sites that may be determined at a future date.
- Program Volunteer:** Set up and arrange furniture as requested for programs; help where needed during programs and events; assist in clean up after program has concluded; assist in the preparation and distribution of program/outreach materials; assist with arts and crafts; assist with seasonal decorating and bulletin boards.
- Public Area Volunteer:** Assist with shelving books and stack maintenance; load/unload and sort items on book carts; assist with organizing book sale and/or donation items; restock/straighten literature and replenish supplies; search shelves for specific materials listed on a report; maintain appearance in public areas, including cleaning shelves, tables, chairs and computers; water, trim and fertilize indoor plants as needed.
- Public Area Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.
- Technical Services Department Volunteer:** Unpack, preprocess and dispatch materials; OCLC searching¹; packing bins for pickup; miscellaneous office duties.
- Volunteer Trainer:** Instruct volunteers on how to mend/clean books and maintain library materials.

¹ Preprocess: add barcodes, stickers, etc. to materials; transfer audio-visual material into cases
Dispatch: scan library materials; disburse items into bins
OCLC searching: research materials in the OCLC database