



STAFF USE ONLY
Date Application Received _____
Staff Initials _____

13900 Main Road, PO Box 1437, Mattituck, NY 11952
 (631)298-4134

Volunteer Application & Code of Conduct

The Library considers volunteers without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, or any other legally protected basis, in accordance with applicable federal, state or local law.

-- PLEASE PRINT --

Preferred Department to Volunteer in _____	Date of Application _____
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> Inquiry <input type="checkbox"/> Library Website <input type="checkbox"/> Other _____	

Last Name _____	First Name _____	Middle Initial _____
Street Address _____	City _____	State _____ Zip Code _____
Telephone Number(s) _____	Email _____	

Volunteers under 18 years must obtain parent/guardian consent. (You must be at least age 13 to volunteer).	<i>Are you over 18 years old?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a student?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?		
Current Employer _____ Current Occupation _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Why do you want to volunteer?

For each day, indicate times you are available to complete a two or three hour shift:

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
Sunday (September - June)	

Education: indicate the highest grade completed. If you have college experience, indicate so in years.

Specialized Skills Check skills and/or equipment.

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> MAC
<input type="checkbox"/> PC	<input type="checkbox"/> Email	<input type="checkbox"/> Photocopier	<input type="checkbox"/> Audiovisual equipment
<input type="checkbox"/> Other			

Are there duties you do not wish to perform?

Please provide a personal or professional reference

First Name	Last Name
Telephone/Email	

In case of emergency, notify

Name
Telephone
Relationship

Volunteer's Statement

By submitting this form, I authorize Mattituck-Laurel Library to make inquiry as to my experience and character, and to certify that all statements made on this application are true.

I understand that there is no compensation for volunteer services at Mattituck-Laurel Library.

Code of Conduct for MLL Volunteers

Thank you for your cooperation in respecting the following important guidelines:

I. As a volunteer, your role and responsibilities in the library are unique.

- i. Understand that your role is a supportive one. Library employees oversee all library programs and supervise volunteer activities. You should not be left in charge of a section in the library.
- ii. Remember MLL volunteers are only permitted to work with customers on library property and under the supervision of library staff.
- iii. Maintain confidentiality of all proprietary or privileged information to which you are exposed while serving as a volunteer, whether this information involves a single employee, volunteer, customer or involves overall MLL business.
- iv. Use good judgment and avoid any compromising situations: work in an area with other people at all times, especially when working with children.
- v. Speak on behalf of MLL in a public forum only if specifically authorized to so by MLL.
- vi. Follow MLL policies and guidelines.

II. Take Pride in Being Professional.

- i. Maintain a constructive attitude, high standards of ethical conduct and integrity, and avoid the appearance of or actual conflicts of interest.
- ii. Be prompt and consistent in your attendance. Librarians depend on volunteers and plan their work accordingly. Customers depend on volunteers even more.
- iii. Notify your library supervisor as soon as possible if you must be late, or absent.
- iv. Keep an accurate record of your attendance by signing in and out each day you volunteer.
- v. Establish and maintain good and frequent communication with your library supervisor.
- vi. Present a good image to library customers. Volunteers shall dress appropriately for the performance of their duties and in accordance with the Dress Code Policy.
- vii. Do not lend money, contribute, or solicit money for outside organizations while you are on library property.

III. Health and Safety Are Always Important.

- i. Alert staff immediately if anyone has an accident while working with you.
- ii. Refer any customer in need of first aid or any type of medication to MLL staff.
- iii. Notify staff of any accident you have on library property.
- iv. Ask MLL staff for assistance with problematic behavior.

MLL policies and guidelines are available for volunteers upon request.

MLL reserves the right to discontinue your volunteer service at any time for whatever reason.

Signature of Applicant or Guardian of Applicant (if applicant is under 18)

Date