Welcome and thank you for your interest in becoming a volunteer for the Long Beach Public Library system.

Volunteering is such a rewarding experience and it gives you a chance to meet new people, explore new interests and make a significant contribution to your community! Volunteers work throughout the Library System. Opportunities range from a few hours occasionally to ongoing jobs which require specific skills and responsibilities.

The Long Beach Public Library Volunteer Program assists the Library in carrying out its mission to meet the information needs of our culturally diverse and dynamic population. The Library recruits volunteers of all ages on a continuous basis to assist staff with projects and to provide one-on-one customer service support at the Center for Adaptive Technology (CAT). The Library supports the Long Beach Unified School District’s Service Learning Program by offering Service Learning volunteer opportunities for high school students. Volunteers work at all 12 Long Beach Public Library locations.

The Volunteer Program provides an opportunity for members of the community to:

- Fulfill service hours for high school, college, and for job applications.
- Enhance computer skills.
- Gain satisfaction in providing a much needed service to the community.
- Obtain experience in working in a business environment.

The Library’s need for volunteers changes throughout the year.

Please complete and sign the volunteer form and email, mail, or submit to any Long Beach Public Library location. Be sure all the information is completed as this will assist us in matching your talents and interests with a volunteer assignment you will enjoy, at a time which is convenient for you.

Long Beach Public Library
Attn: Community Services Librarian
200 W. Broadway
Long Beach, CA 90802
Phone: (562) 570-7500
Email: lbpl_volunteers@lbpl.org
Date: ___________________________  Pronouns: ___________________________

First Name: _____________________  M.I. ______  Last Name: ________________________

Address: _________________________  City: _____________________  State: ______  Zip: _________

Phone: ( ) __________  Work: ( ) __________  Birth Date: ______ / ______ / ______

Soc.Sec.# ______ - - -  Driver’s Lic.#: ________________  State: ______  Exp.: ______

Email: __________________________

Languages (if other than English): __________________________________________________

Have you ever been convicted of a felony?  □ YES  □ NO

Do you require any special accommodations? □ YES  □ NO  If yes, please explain: ________________

Who to contact in case of an emergency?

Name: __________________________  Relationship: ________________  Phone: ( ) __________

Please list all days and times you are available to volunteer: __________________________

Please check Long Beach Public libraries of interest:

□ Main Library  □ Burnett
□ Alamitos  □ Dana
□ Ruth Bach  □ El Dorado
□ Bay Shore  □ Los Altos
□ Bret Harte  □ Mark Twain
□ Brewitt  □ Michelle Obama

Please list skills or talents which you would be willing to share with others: __________________________

Applicant's Signature: __________________________  Parent's or Guardian's Signature (if under 18): __________________________

**For office use only**

Has the Applicant above been fingerprinted? □ YES  □ NO  If yes, fingerprint date: ______ / ______ / ______

Staff Signature: __________________________  Site: ________________  Date Received: ______ / ______ / ______

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Long Beach Public Library
Standards for Volunteering

Mission Statement:
The Long Beach Public Library is committed to meeting the information needs of our culturally diverse and dynamic population.

• We provide quality library service through a staff that is responsive, expert, and takes pride in service.
• We offer a wide selection of resources and materials representing all points of view.
• We support lifelong learning, intellectual curiosity, and free and equal access to information.

The Library expects to:
• Provide a safe working environment.
• Provide supervision and training necessary for assigned tasks.
• Treat volunteers as valuable contributors to the success of the library.
• Provide 15 minute breaks for every four hours of work.

Volunteers are expected to:
• Keep as their number one priority, to provide outstanding, helpful and friendly service.
• Arrive to work on time and ready to work.
• Give ample notice and call immediately if unable to work at their assigned time.
• Dress appropriately. Denim is allowed if clean, free of rips, and is not too baggy or too tight.
• Report to their supervisor or librarian in-charge upon arrival for work.
• Keep track of their hours by signing in and out each day.
• Wear their volunteer badge at all times. No exceptions.
• Be courteous to patrons and staff at all times.
• Immediately notify their supervisor or librarian in-charge of any problem situations or customer complaints.
• Use the telephones only for business calls.
• Use personal cell phones only for emergencies.
• Use the library’s public computers only for assisting patrons.

The Library reserves the right to dismiss any volunteer for poor performance, excessive absenteeism or misconduct. Thank you for your interest in volunteering.

Volunteer Name (Please print) __________________________________________________________
Volunteer Signature ..............................................................................................................

Parent’s Name (Please print) (For volunteers under 18 years of age)
(For volunteers under 18 years of age)____________________________________________________
Parent’s Signature ....................................................................................................................

Supervisor’s Name (Please print) _________________________________________________________
Supervisor’s Signature .............................................................................................................

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CITY OF LONG BEACH VOLUNTEER

All City of Long Beach Volunteers must sign the waiver and release of claim below. If you are a minor (under 18 years of age) your parent or guardian must also sign this form.

Name: __________________________ Date of Birth: ________________

Home Address: _______________________________________________________

Home Phone: ________________________ Cell Phone _______________________

School Attending: _____________________________________________________

EMERGENCY CONTACT INFORMATION

Parent / Guardian Name: _______________________________________________

Parent / Guardian Address: _____________________________________________

Home Phone: ________________________ Work Phone: ______________________

RELEASE OF LIABILITY

I waive and forever release and discharge the City of Long Beach, and its officers, employees and agents from all liability, claims or losses arising from or attributable to my participation as a volunteer. I hereby waive the right to make any claim against the City of Long Beach, or its agents or employees, for any injuries or damages, charges or expenses, including attorney's fees, which might be sustained as a result of my participation as a volunteer for the City of Long Beach. This waiver is given in partial consideration for permission granted by the City of Long Beach to participate in City activities. I further understand the City does not provide any form of insurance for volunteers.

Volunteer Signature: __________________________ Date: __________________

Parent / Guardian Signature: __________________________ Date: ______________

(If volunteer is a minor)

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