

VOLUNTEER APPLICATION

222 E. Eleven Mile Road, Royal Oak MI 48067

Volunteer Coordinator: Adrienne Breznau, adrienne@ropl.org or (248) 246-3714

Name _____ Date _____
(Last) (First)

Address _____ City _____ Zip _____

Phone _____ Email _____

Emergency Contact _____ Phone _____

Positions Available (Put a check mark where you would like to volunteer)

Friends of the Library

- Donated book sorter
- Book scanner
- Friends shop
- Used book sales
- Butterfly garden

In the Library

- Youth program prep & help
- Youth Summer Reading program
- Local history volunteer
- Shelf maintenance

Please return this form to the circulation desk. Someone will contact you soon. If there is no immediate opening, we will keep your application on file for one year and contact you when needed. Thank you for your interest in volunteering at Royal Oak Public Library!

Parental Permission:

- You must be at least 14 years old to volunteer for the library and have a valid work permit from your school.

If you are under 18, please have a parent guardian sign the following:

I (print), _____, parent legal guardian, grant permission for (print) _____ to volunteer at the Royal Oak Public Library.

Parent/Legal Guardian signature Phone Date

LIBRARY USE ONLY

Date received: _____ Date contacted: _____

Application copied, routed to: _____

Notes:

POSITION DESCRIPTIONS

Friends of the Library

Donated book sorter: Sort through donated books and media by category, determine what's sellable, recycle outdated or damaged items.

Book scanner: Use computer to determine internet salability.

Friends shop : Stocking and Sales Stock shelves in Friends shop, organize stock. Must be able to work alone. Selling used books, media in the shop. (Shop is currently open 4 days per week ; most volunteers are scheduled for 1 or 2 shifts per month.)

Used book sales: Assist with setup and take down of book sale usually in March.

Butterfly garden: Weeding, help with planting, general garden maintenance.

In the Library

Youth program prep & help: Prepare craft materials for children's programs. Need depends on frequency and type of program. Occasionally volunteers are needed for programs.

Youth Summer Reading program: Prepare for and assist with youth programs including large events outside. Help with free book distribution in July and early August.

Local history volunteer: Organizing and filing newspaper clippings. Possible scanning of clippings for website.

Shelf maintenance: Throughout the library, makes sure the books on the shelves are neat and tidy, pushed to the left and brought to the front of the shelves. Cleaning books and shelf cleaning under books and on top of shelving units. Other collection duties as assigned.

Please Note

All volunteers over the age of 18 must complete and sign the background check form (attached)

Volunteer openings may vary based on the needs of the Library and the Friends of the Library. Filling out an application does not guarantee placement as a volunteer.

City of Royal Oak, MI

**CONSENT FORM FOR RELEASE OF
CRIMINAL HISTORY CONVICTION INFORMATION & DRIVING RECORD**

H/R USE ONLY

POSITION
CLOSING DATE

As a prospective employee or volunteer of the City of Royal Oak, I understand that it is this entity's policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below. I further understand that the personal data that I am providing will be used for no other purpose and will not become a part of my employment file or volunteer file.

>>>>>> **PLEASE PRINT** <<<<<<

NAME: _____
FIRST NAME MIDDLE NAME (NOT JUST INITIAL) LAST NAME

MAIDEN NAME / OTHER NAMES PREVIOUSLY USED:

DATE OF BIRTH: _____ RACE: _____ SEX: _____

DRIVER'S LICENSE NUMBER: _____

- ◆ I understand that the Central Records Division of the Michigan State Police and the Michigan Secretary of State requires the above information.
- ◆ I authorize the City of Royal Oak to utilize the above information for the sole purpose of obtaining a criminal history conviction and driver's license record search.

SIGNATURE

DATE

211 Williams Street • P.O. Box 64 • Royal Oak, MI 48068-0064 • Phone Area Code (248)
www.romi.gov

Assessor.....246-3110	Engineering246.3260	Ice Arena..... 246-3950	Recreation.....246-3180
Building Insp.....246-3210	FAX.....246-3001	Info Systems246-3080	Rental Assistance246-3290
Cable T.V. (WROK)246-3770	Finance.....246-3030	Motor Pool..... 246-3370	Senior/Community Ctr246-3900
City Attorney.....246-3240	Fire Dept. (Bus.).....246-3800	Planning & Zoning246-3280	TDD 246-3010
City Clerk.....246-3050	General Info246-3200	Police Dept. (Bus.).....246-3500	Treasurer246-3140
City Manager.....246-3200	Housing Assistance246-3130	Public Service Dept.246-3300	Water Bills246-3160
Code Enforcement.....246-3210	Human Resources246-3070	Purchasing 246-3202	