



## Thinking of Volunteering?

Welcome to the world of volunteering at the **Leesburg Public Library!** We appreciate your willingness to work and we plan to take full advantage of any and all special skills and abilities you might have.

As a first step, please remember that while you are “on duty” you represent the library. It is important that you are familiar with the layout of the library as well as know the answers to any of our frequently asked questions. This becomes very important if you will be out on the floor shelving, shelf reading or organizing.

We value every hour you can contribute to volunteering. If you have specific hours you can work, please plan a scheduled time with the Volunteer Coordinator. This way we will know when to expect your help. If you find yourself with a little extra time on your hands, please feel free to come in to give us an extra hand.

**Please note that your hours worked here at the Leesburg Public Library can count toward Bright Futures or other similar programs. It does NOT, however, fulfill requirements for community service hours mandated by the courts.**

When you first arrive each day, please sign in on the clipboard in the circulation work room, in the children’s binder or on the upstairs genealogy clipboard (depending on your work area). Pick up a badge from the Volunteer Coordinator’s desk and be sure to return it when you sign out. If you go on a break, please return the badge and pick it up upon your return.

There is always something to do at the library. Each of the following tasks are easy to learn and are very important to the smooth operation of our library.

**Organizing and re-shelving** of materials is one of our top priorities. The sooner materials get back onto the shelves, the sooner they can be checked out again. You may be asked to re-shelve books/materials, trade out DVDs, or put returned materials on preliminary shelves in the circulation work room. One of the most needed areas is children's shelving. There is a large circulation of children's materials.

**Shelf Reading** is another important task of the library worker. Volunteers go shelf by shelf rearranging any material that is out of place. You might choose one specific area and shelf read that on a regular basis.

**Processing of Materials** We receive new materials on a regular basis. These need to be coded, covered, and stamped before they can be put out for circulation. If you are handy in this area, you will be a great asset.

**Genealogy** Volunteers are always needed to help mount and file obituary notices.

**Youth and Teen Services**— This volunteer is gold. They work with the youth services department staff to ensure that the children's and teen area is attractive, orderly and appealing. Work can include shelving, shelf reading, making posters and crafts or helping out staff during programs. Adults might present a story time or fun craft. Special talents are always welcome to present instructional programs (creative writing, beading and painting).

**Friends of the Library bookstore**— The Friends of the Library operate a bookstore at the front of the Library to sell donated and library-discarded materials. The proceeds are used to support library programs, equipment and other activities that are not funded by the municipal budget. Responsibilities include operating the cash register, stocking the shelves, shifting the books, making displays etc. Guidelines for Book Store volunteers are different than those of the library itself.

If any of these areas are of interest to you, please indicate on the attached form. We prefer to have our volunteers knowledgeable in many areas so that they might be put to the greatest use.

Following is a check list of things that will happen when you decide to become a volunteer at the Leesburg Public Library.

- Complete an application and sign all relevant pages. The application can be downloaded at the library's website or you can pick one up at the circulation or children's services desk. [www.leesburgflorida.gov/library](http://www.leesburgflorida.gov/library)
- When you return the application please try to speak with the volunteer coordinator for an informal overview.
- The application is then sent to our Human Resources department (HR). They will conduct a background check.
- You will be called to come in to talk with the Volunteer Coordinator to discuss hours and tasks.
- You will be given a tour of the library with specific emphasis on the area in which you will be working.
- Generally you will be assigned at least one "go to" person that will instruct you as to assigned tasks.

Once again, thank you for thinking about volunteering at the Leesburg Public Library. If you have any questions or concerns, please see a staff member or the circulation coordinator.



## Leesburg Public Library Volunteer Orientation Checklist

Once a volunteer has been approved to work, he/she will meet with the Volunteer Coordinator to complete an orientation process. This will consist of the following:

- A tour of the library with emphasis on the specific area where the volunteer will be assigned.
- Introduction to our director
- Introduction to at least one “go to” person who will guide the volunteer in daily duties. Usually this person will be the Children’s Supervisor, Adult Services Supervisor (For genealogy) or one of the pages.
- Sign in/sign out process. Badge, sign in sheet, etc.
- Make up a schedule of duties and days/times to work. Any additional hours can be worked provided there is work to be done.



## Leesburg Public Library Volunteer Interest Sheet

Name of Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

Please check all areas that you are interested in working.

\_\_\_ 1. Organizing and re-shelving

\_\_\_ 2. Shelf Reading

\_\_\_ 3. Processing Materials

\_\_\_ 4. Genealogy

\_\_\_ 5. Youth and Teen Services

\_\_\_ 6. Friends of the Library Bookstore



# City of Leesburg Human Resources Department

## SEASONAL/TEMPORARY/VOLUNTEER APPLICATION

New Applicant                       Returning Applicant

Position Applying For \_\_\_\_\_ Department \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ SSN \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Phone \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long did you live there ? \_\_\_\_\_

Do you have relatives working for the city?  YES  NO

If YES, give name and relationship \_\_\_\_\_

In case of emergency, please notify \_\_\_\_\_ at (Phone) \_\_\_\_\_

Have you ever pled NO CONTEST to or been convicted of a felony or first degree misdemeanor?

If YES, explain fully. Conviction will not necessarily disqualify an applicant from employment, but will be weighed on its own merit with respect to time, circumstances, seriousness and the position for which you have applied.

\_\_\_\_\_

### EDUCATION

School	Name & Location	Course of Study	Circle last year completed.	Did you graduate?	List Degree or Diploma
Elementary			5 6 7 8		
High School			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

List the job related skills you possess.

WORK HISTORY: Please list ALL employment and volunteer experience including temporary and part-time. (You may attach resume or additional job history)

Name and Address of Company	Dates of Employment	Describe the work you did.	Last Salary	Reason for Leaving
Name: Address: Phone:	From:  To:			
Name: Address: Phone:	From:  To:			

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification or for dismissal from employment in accordance with the City of Leesburg Personnel Policy.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Permission for job background investigation and release form for consumer reports**

I, the undersigned Applicant, agree and authorize the City of Leesburg to investigate all areas on my employment background in connection with my application for employment. I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers' compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, I understand that the City of Leesburg will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any part or agency contacted by the City of Leesburg to furnish the above-mentioned reports at any time during my employment with the City of Leesburg. I have the right to make a request of the credit reporting agency, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment with the City of Leesburg.

Print Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License - State \_\_\_\_\_ Number \_\_\_\_\_ Race \_\_\_\_\_

Gender M F

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Witness Signature \_\_\_\_\_

Printed Witness Name \_\_\_\_\_

**\*\* Applicant's signature must be witnessed\*\***

**CITY OF LEESBURG, FLORIDA**  
**SOCIAL SECURITY NUMBER COLLECTION POLICY**

Florida Statute 119.071(5) provides that a "commercial entity" engaged in performance of a "commercial activity" may access Social Security numbers through a public records request under specified conditions. The statute provides definitions of "commercial activity" and provides a list of requirements the commercial entity must meet in order to access Social Security numbers.

The City of Leesburg, Florida is required to have a written Social Security number collection policy. This policy must be provided to an individual when the City of Leesburg collects that individual's Social Security number.

Social Security numbers collected by an agency may not be used by the agency for any purpose other than the purpose provided in the written statement.

All public records requests for Social Security numbers must be referred to the City Clerk.

The City of Leesburg, Florida collects your social security number for any of the following purposes:

- 1) Classification of accounts, identification and verification, credit worthiness, billing and payments, data collection, reconciliation, tracking benefit processing, tax reporting.
- 2) To facilitate collection of debts on past due accounts including utility accounts.
- 3) To conduct credit checks on potential utility customers.
- 4) To verify identity.
- 5) To render IRS Form 1099 to persons for whom Federal law requires the City to issue that form
- 6) To conduct background checks on possible vendors, employees, or independent contractors
- 7) To complete fingerprint cards as necessary
- 8) For arrest warrants or affidavits
- 9) For issuance of taxi or peddler/solicitor permits
- 10) For checks and confirmations of warrants
- 11) For suspect reports
- 12) For credit counseling
- 13) For mortgage applications
- 14) For SHIP applications for down payment assistance through Lake County
- 15) For the following purposes related to Human Resources Department:
  - a) Applicant Tracking
  - b) Child Support Enforcement
  - c) Internal Revenue Service Levies
  - d) Savings Bonds
  - e) Insurance Coverage
  - f) Payroll Deductions

- g) Employee evaluations
- h) Pension and benefits
- i) Workers Compensation
- j) Verification of employment
- k) ICMA (International City Manager Association) Pension or Benefit payments
- l) Unemployment taxes and quarterly reports
- m) Collection and remittance of taxes
- n) Personnel identification
- o) Computer purchase agreements
- p) Family Medical Leave Act paperwork
- q) General Personnel Matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.

I have received the City of Leesburg's Social Security Number Collection policy as prescribed by Florida Statute 119.071(5)

Signature \_\_\_\_\_

Please print name \_\_\_\_\_

Date Received \_\_\_\_\_