



## CONFIDENTIAL VOLUNTEER REGISTRATION FORM Library Volunteer

<b>PERSONAL DETAILS</b>			
Title	Mr	Mrs	Miss Ms
First Name		Middle Name	
Surname		Date of Birth	
Address			
Suburb		Postcode	
Telephone		Mobile	
Email			
Language/s			

I agree to allow my email address to be shared with other volunteers for the purpose of exchanging shifts: **Y / N**

<b>EMERGENCY CONTACT</b>			
Name		Relationship	
Telephone		Mobile	

<b>IMPORTANT INFORMATION</b>					
Do you have a Police Clearance?	YES / NO	Class		Expiry	
Notice No					
Special skills, talents, hobbies you would like to offer as a Volunteer:					
Do you wear a medical alert bracelet?	YES / NO	Expiry Date			
Do you have a disability, health issue or medical condition which may affect the type of work you do as a volunteer?			YES / NO		

**Please circle which day(s) and time you would be able to assist at the library:**

**Preferred day: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday**  
**Preferred time : 3 – 4pm weekdays / 11am to 12pm Saturdays**  
**Preferred Library : South Perth / Manning / Both**



## VOLUNTEER SCOPE OF DUTIES Activity Description

1. **TITLE:** Library Volunteer
2. **DEPARTMENT:** Library Services
3. **KEY OBJECTIVE OF POSITION**
  - To assist the City of South Perth Libraries in providing library services to the South Perth community by returning library resources to their proper location in the collection.
4. **OUTCOMES FOR THE POSITION**
  - Efficient and accurate return of items to their proper place in the collection
5. **VOLUNTEER RESPONSIBILITIES**
  - Conform to the Duty of Care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
  - Must comply with the safety procedures and directions agreed between management, employees and volunteers or elected safety and health representatives.
  - Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of City employees, the public and other volunteers.
  - Must report all, including potential, hazards and accidents/incidents to the Library Volunteer Services Officer, library staff member, or safety and health representative.
  - Must conform to a smart casual dress code
  - Must not act outside the scope of their duties when volunteering on behalf of the City of South Perth.
6. **KEY DUTIES/RESPONSIBILITIES**
  - Arrive for your rostered shift on time and report to a nominated staff member on arrival
  - Shelf library items ensuring collections are in order
  - Report any damage or items in need of repair to the respective Branch Librarian for assessment
  - Inform the Library Volunteers Services Officer if you are unable to attend at least 48 hours before your rostered shift
7. **RESPONSIBLE TO:**  
Library Volunteer Services Officer, Branch Librarian, Manager of Library Services.
8. **SELECTION CRITERIA**
  - Full range of mobility between ground level and 1.8 metres
  - Able to handle items of up to 4kg weight.
  - Able to shelf for up to an hour without excessive tiring.
  - Ability to push trolleys.
  - Able to read spine labels in 12 point font.
  - Basic competence with the library shelving system (alphabetical and numerical).
  - A commitment to voluntary work.
  - Punctual and reliable, with the ability to be contacted for scheduling changes.

Signed Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF SOUTH PERTH & VOLUNTEER AGREEMENT

### **City of South Perth agrees to the following:**

1. To provide information, training and support appropriate to each volunteer position.
2. To provide feedback on the work performance of volunteers.
3. To respect the skills, dignity and individual needs of volunteers and make every effort to ensure satisfaction and mutual respect as an equal partner.
4. To accept constructive feedback and suggestions from volunteers, that may benefit the volunteer programme and support the community.
5. To keep personal records pertaining to volunteers confidential in a secure area and only forward information to relevant City supervisors and staff.
6. To provide appropriate public liability and personal accident insurance for City volunteers.

**Signature of Volunteer Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name:** Linda Roberts **Title:** Library Volunteer Services Officer **Department:** Library Services

### **As a Volunteer, I agree to the following:**

1. To carry out the tasks assigned to me by my volunteer supervisor to the best of my ability and to only perform tasks within the scope of my duties as authorised by my volunteer supervisor and not to be impaired by alcohol or drugs.
2. To carry out my duties with a non-judgemental attitude towards others of different age, gender and cultural origin.
3. To offer my services on the understanding that no remuneration outside of authorised expenses will be received in return for them.
4. To provide a total of 3 forms of identification.
5. To allow my volunteer supervisor to conduct a Police Clearance check on me.
6. I authorise the City of South Perth to use my photograph for displays and promotional material. I am aware due to bulk printing it may be used for several years.

**Signature of volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of volunteer:** \_\_\_\_\_