



Thank you for your interest in volunteering at the Radnor Memorial Library (RML).

Volunteers help to fulfill the Library's mission to "provide access to information, programs, collections and resources to satisfy the intellectual and information needs of all members of our community, and to serve as our community front porch, which enhances our quality of life." Our volunteers are valued and respected for the time, dedication, and talents they bring.

Examples of volunteer opportunities here at RML include:

- Helping to maintain shelves
- Clerical work
- Assisting the Friends of RML with book sale preparations
- Delivering materials to homebound patrons
- Assisting at library programs

Advantages to volunteering:

- Gaining new skills and valuable work experience
- Serving in your community
- Expanding your social horizons
- Keeping up with the latest books and other materials

RML expects volunteers to:

- Commit to a specific schedule and come consistently
- Arrive on time as scheduled
- Follow the Library's policies and procedures
- Dress appropriately for the workplace

For all volunteer applicants ages 18 and over, the Radnor Memorial Library, ***requires*** current Pennsylvania Child Abuse History Clearance and Pennsylvania Criminal Background Check certificates to be submitted with your application. These clearances can be obtained for free for purposes of volunteering.

PA Child Abuse History Clearance

PA Criminal Background Check

**If you need assistance obtaining the forms for the required clearances, please contact the RML.*

After completing the RML Volunteer Application and clearance process, please return all forms to the Circulation Desk.

Please contact Joyce Platfoot, Executive Director, at jplatfoot@radnorlibrary.org for more information about volunteering.

Adult Volunteer Application

Contact Info

Name	
Street Address	
City/State/Zip	
Phone	
Email	

Availability

<input type="checkbox"/>	Weekday Mornings	<input type="checkbox"/>	Weekday Afternoons	<input type="checkbox"/>	Weekday Evenings
<input type="checkbox"/>	Weekend Mornings	<input type="checkbox"/>	Weekend Afternoons	<input type="checkbox"/>	Weekend Evenings
<input type="checkbox"/>	Short-Term projects	<input type="checkbox"/>	On call, as needed	<input type="checkbox"/>	Ongoing projects

Community Service

Do you have community service hours required/assigned for some reason?

<input type="checkbox"/>	School	<input type="checkbox"/>	Court	Number of Hours Needed	
Details:		Details:		Must be complete by (date):	

Interest

Tell us in what areas you are interested in volunteering. Please check all that apply.

<input type="checkbox"/>	Administration	<input type="checkbox"/>	Adult programs	<input type="checkbox"/>	Shelving Materials
<input type="checkbox"/>	Technology	<input type="checkbox"/>	Teen programs	Other:	
<input type="checkbox"/>	Deliveries to homebound	<input type="checkbox"/>	Children's programs		

Special Skills

Summarize any special skills or qualifications you have acquired including tech, hobbies, etc.

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Previous Volunteer Service

Summarize your previous volunteer experience(s).

Emergency Contact Info

Name	
City/State/Zip	
Phone 1	
Phone 2	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I authorize investigation of all matters contained in the application. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

The Radnor Memorial Library requires current background record checks to be submitted with your application.

Signature	
Name (print)	
Date	

Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.