



Volunteer

Marble Falls Public Library

101 Main Marble Falls, Texas 78654

www.marblefallslibrary.org

(830) 693-3023

APPLICATION

Burnet County Library System

Burnet County Library System Volunteer Policy requires criminal background checks for all volunteers. Information is confidential.

Name _____

Address _____

Phone number _____ e-mail _____

Your education:

Your library experience:

Available at these times:

Mornings M___ T___ W___ TH___ F___

Afternoons M___ T___ W___ TH___ F___

Is there any type of library work you would be unable to do? Yes _____ No _____

Explain: _____

Type of library volunteer work preferred:

_____reshelving/reading shelves

_____tidying, dusting shelves

_____special programs/projects

_____book repair and covering

_____with children and youth

_____where needed

As a volunteer of the Burnet County Library System, I will be dependable and responsible in fulfilling the duties for which I have volunteered. I will notify the library of absence in advance when possible. I will uphold the Standards of Conduct and ethics of the Burnet County Library System and fulfill them to the best of my ability.

Signature _____

Date _____

Background check approved yes no date _____

BURNET COUNTY AUTHORIZATION FOR BACKGROUND CHECK
FOR VOLUNTEERS

Please read and sign this form in the space provided below. Your written authorization is necessary to volunteer in the Burnet County Library System.

I, _____, hereby authorize Burnet County to investigate my background in order to volunteer in the library. I understand that Burnet County will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the county's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and that will negate the opportunity to volunteer in the Burnet County Library System.

I understand the information I am providing will be used solely for the purpose of obtaining criminal history information.

Texas Driver License # _____

SS# _____

Signature of Applicant

Date

VOLUNTEERS IN THE BURNET COUNTY LIBRARY SYSTEM

The four libraries of the Burnet County Library System welcome members of the community to volunteer their time. They may assist with tasks in the library, special projects, and events held outside the library. Library volunteers are expected to follow the libraries policies and procedures as directed by the library director. Volunteers must complete a volunteer application and submit to a Burnet County background check.

In accordance with labor laws and county personnel policy, paid staff of Burnet County may not serve during that period of employment as a volunteer at any of the Burnet County libraries. Employees are welcome to volunteer in the Friends of the Libraries Groups.

Volunteers are responsible for maintaining the confidentiality of all privileged information which they may be exposed. Failure to maintain confidentiality shall result in immediate termination of volunteer duties and or other corrective action.

ETHIC STATEMENT

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.