# Bacon Memorial District Library Volunteer Information

Thank you for your interest in volunteering for Bacon Memorial District Library. We sincerely appreciate your gift of time to the library.

All Library volunteers over the age of 18 must submit to a criminal background check. The library currently employs volunteers ages 14 and older for the following positions:

**(3) Librarian Assistant:** A librarian assistant helps search for missing items, sort donations, dust and clean books, conduct inventories, shift books, and other assorted tasks assigned by the Librarians. Shifts are 1-2 hours long on a weekly or bi-weekly basis.

**(2) News Paper Indexer**: Carefully indexes weekly newspapers in our newspaper index database on a weekly basis, shifts last as long as indexing takes.

**(2) Local History Assistant**:Helps to digitize and transcribe local history items. Search for obituaries and other information in the Local History index and on microfilm, on a weekly or bi-weekly basis.

**(1) Gardener:** Planting flowers and weeding on the library grounds during good weather, on a weekly basis.

**(1-2) Outdoor Maintenance:** Sweeping, picking up litter and general cleaning of the library grounds.

**(1-2) Computer Assistant:** Provide one on one assistance to patrons needing computer instruction.

**(Unlimited) Programing Assistant**: Each year we have many special events that require volunteers, ex. Halloween at the Library, and the Summer Reading Carnival. Those indicating interest in this position will be added to our list of programming volunteers and contacted on an as needed basis prior to events. This position is on an as needed basis.

Please fill out the following form and return to:

[jmalnar@baconlibrary.org](mailto:jmalnar@baconlibrary.org)

Jakki Malnar

45 Vinewood

Wyandotte, MI 48192

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age (if under 18) \_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to contact in an emergency Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_

What day and time works best for you?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have required community service hours? Yes \_\_\_\_\_ No\_\_\_\_\_

If yes, how many hours are needed? \_\_\_\_ Church \_\_\_\_ School \_\_\_\_ Court Ordered \_\_\_\_

Position applying for:

Newspaper Indexer\_\_\_\_\_ Librarian Assistant\_\_\_\_\_ Gardener\_\_\_\_\_

Local History Assistant\_\_\_\_\_ Outdoor Maintenance \_\_\_\_\_ Computer Assistance\_\_\_\_\_

Programing Assistant\_\_\_\_\_

# Criminal Background Check Information

First Name (as shown on driver's license):

Middle Name (as shown on driver's license):

Last Name (as shown on driver's license):

Maiden Name or Names Previously Used:

Date of Birth:

Race/Ethnicity:

Gender:

A person will not be allowed to volunteer at the library if their background check reveals a conviction in the following areas:

Assault and battery

Criminal sexual conduct in all degrees

Kidnapping

Distribution and trafficking of controlled substances

Any felony

The intent or attempt to commit any of the above crimes

**Background Check Consent**

Terms and Conditions

As a volunteer for Bacon Memorial District Library, I understand that it is a Library procedure to perform a criminal conviction history file search on volunteers. I authorize the Bacon Memorial District Library to utilize the above information for the sole purpose of obtaining a criminal conviction history file search with the Central Records Division of the Michigan State Police.

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signature