Computer and Public User Support Volunteer Agreement

CHELSEA DISTRICT LIBRARY

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday (month/day) \_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Emergency contact**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer Skills** you feel comfortable in assisting others/feel qualified to assist the library with:

(Circle or feel free to write in more)

* Microsoft Office 2016, Open Office or LibreOffice
* Twitter, Facebook, Instagram, Snapchat, LinkedIn…
* Cloud Storage (Dropbox, iCloud or OneDrive)
* Podcasting
* Android devices (phones and tablets)
* iOS-Apple devices (phones and tablets)
* Digital Images – software, scanning, manipulation and storage
* Web Design software
* Email – Gmail, AOL, Yahoo, other
* Library downloadables: OverDrive, RGDigital and Hoopla
* Programming Languages
* 3D Printing and CAD software

**Availability**

Are you available

* the Second and Fourth Tuesdays of each month from 10am-12pm?
* the First Thursday of each month from 2-4pm
* the Third Tuesday of each month from 2-4pm
* at any other times – please list

Can you make at least a three-month commitment? Yes ⁯ No ⁯

Are there two people you know well, either professionally or personally, who can tell us about your ability or experience in working with other people, especially seniors?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the job descriptions and guidelines and understand the responsibilities and duties of this position. I understand that I will be accepted to the position after a two session observation period during our Computer Training 1:1 service and may be asked to attend periodic training sessions for updates. I am offering my services as a volunteer. If my offer is accepted, I understand that I will not be entitled to compensation for any services I provide. I also understand that I must obtain, and have at all times on duty, an active library card and public computer account.

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

**Confidentiality Agreement:**

I understand that I will come in contact with confidential security information that I am not to discuss with anyone not directly involved with the Chelsea District Library. If this confidentiality is violated, I will be asked to sever all ties to the volunteer program.

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Photo Release:**

I give Chelsea District Library permission to publish and use the photographs they have taken of me, named below, for editorial, illustration, advertising or trade purposes. I grant these rights to Chelsea District Library, their photo agency and agents.

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE:**

You may be scheduled for an interview, depending on availability and library needs.

Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_