



Fort Lee Public Library
 320 Main Street Fort Lee, New Jersey 07024
 201-592-3615 fortleelibrary.org

Books On Wheels Volunteer Application

Books On Wheels Library volunteers who provide delivery of material to homebound residents in Fort Lee and Englewood Cliffs must have a valid driver's license and use their own personal vehicles.

Contact Information:

First Name: _____ M.I. _____ Last Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____

Cell Phone: _____ Email Address: _____

Please submit the names of two (2) personal or professional reference that are not relatives

1. Name: _____ Relationship: _____
 Email: _____ Telephone: _____

2. Name: _____ Relationship: _____
 Email: _____ Telephone: _____

Emergency Contact Name: _____ Home/Cell Phone: _____

Languages spoken other than English: _____

Availability for delivery

- Monday Wednesday Friday
 Tuesday Thursday

Time(s): _____

Please indicate certain times/date you are not available

Please note: If you are interested in volunteering for the Books On Wheels Program, the site visits are pre-arranged and will be the same time on a bi-weekly/ monthly basis.

Adult Library Volunteer Agreement

1. Volunteer opportunities are open to Fort Lee Library cardholders.
2. The schedule of volunteer work hours is dependant upon the availability of work needs and supervisory and training time available.
3. Volunteers sign up for specific dates and times so that the library staff knows when to expect them. In form your supervisor if you are going to be absent or late.
Call at 201- 592-3615, Ext. 4001 or email jeanette.shelley@fortlee.bccls.org.
4. Volunteers should record their hours by signing in and out at Volunteer clipboard at the Reference Desk.
5. Volunteer activities may require attendance at one or more training sessions based on the work.
6. Some volunteer activities require a regular ongoing time commitment; others are for specific library programs or short term projects.
7. Volunteers represent the library and must present a positive image to the public. Dress and grooming should be appropriate to a business environment and in keeping with the work assignment. Volunteers must keep cell phones and devices silent and out of sight during their work assignment; may not eat on the job; and must keep personal conversations brief and appropriate for a business environment.
8. Wear a volunteer badge during work sessions.
9. Volunteers will accept the guidance and decisions of their supervisor.
10. Volunteers agree that the library may at any time, for whatever reason, terminate the volunteer's relationship with the library, or make changes in the nature of their assignment.

For more information about our Books On Wheels Program, contact Jeanette Shelley at 201-592-3615 ext. 4001 or email: jeanette.shelley@fortlee.bccls.org

**I agree to abide by the Fort Lee Public Library volunteer agreement
and the Fort Lee Public Library Code of Conduct.**

Print name: _____ Fort lee Library Card #29117 _____

Signature of Volunteer: _____ Date: _____