

Emmaus Public Library Adult Volunteer Application

Thank you for your interest! Your application will be reviewed. If contacted, please bring photo ID.

According to Pennsylvania State law, volunteers ages 18 years and over who work directly with or interact with children must provide a criminal background check and child abuse clearances. See back for details. If selected, an emergency contact form and an anti-bullying policy must also be completed.

The library is not able to place Court-ordered Community Service volunteers.

Name: _____ **Phone:** _____ **Text? Y/N**

Email: _____ **Address:** _____

Please mark the tasks that you are interested in:

Front desk: check in & check out of materials, place holds/reserve items, look up items, process library card registrations. Requires moderate computer skills, cash handling, & confidentiality of records.

Shelving: duties include shelving materials, shelf reading, cleaning materials, and pulling holds.

Youth events: duties include assisting with youth programs, preparing materials for programs, tidying library areas before or after programs.

Story Time. Assist the Youth Services Librarian with Story Time events.

Material processing and repair: duties include processing and/or repairing library materials.

Adult events: setup, attendee assistance, clean up.

Grounds cleanup

What special skills or interests do you have that would be useful at the library?

When are you available to volunteer (days/times) on a regular basis?

I have read and understand the EPL volunteer policy and will adhere to the policy. I understand that my volunteer work is an important commitment to the Library. When I cannot work at the assigned time or no longer wish to volunteer, I will notify the Library as soon as possible.

Volunteer Signature _____ Date _____

Staff Use Only

Interview _____ Staff Initials _____ Director Initials _____ Clearances Received _____ Start Date _____

Emmaus Public Library 11 East Main St. Emmaus, PA 18049 610.965.9284 www.emmauspl.org emmauspl@cliu.org

Emmaus Public Library Clearance/Certification Requirements

Thank you for your interest in volunteering at the Emmaus Public Library.

According to Pennsylvania State law, volunteers over the age of 18 who work directly with or interact with children must provide PA Child Abuse History Clearance, PA Criminal Records Check, and FBI Criminal Background Check (if you have lived within PA for the last 10 years you may be exempt). The clearances/certifications are required before you can begin volunteering.

- **Pennsylvania Child Abuse History Clearance** (CY113) - This application must be submitted online at <https://www.compass.state.pa.us/CWIS> Staff members can help you get started online. This is free for volunteers.

- **Pennsylvania Criminal Record Check** (SP4-164)- Applicants should go to the Pennsylvania Access To Criminal History (PATCH) website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp> for questions or assistance completing your record check please call PATCH Helpline 1-888-QUERY-PA (1-888-783-7972). This is free for volunteers.

- **Federal Bureau of Investigations (FBI) Criminal Background Check**- The Pennsylvania Department of Human Services is utilizing Identogo to process fingerprint-based FBI criminal background check. For more information and to begin the registration process, go to <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

Cost is \$23.85 for Employees/ Adoptive Foster Parents and \$22.60 for Volunteers as of 5-10-2022. Our code is **1KG756**. Register online for your fingerprinting services: <https://uenroll.identogo.com> or call 1-844-321-2101 and follow the prompts. **If you have lived in Pennsylvania for the past ten years, you may not need this clearance.** Please verify all clearances have been obtained before submitting your application. More information is available at

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>