



**ARCHIVES VOLUNTEER APPLICATION**  
(Must be at least 18 years old)

Name:	
Address:	
City:	Postal Code
Phone:	Cell:
E-mail address	

Related Work Experience:
Previous Volunteer Experience (Agency and Duties):
Date Available:

**References: (Please provide 2)** *Family members are not acceptable reference contacts.*

Name:	Name:
Email Address:	Email Address:
Phone-Home	Phone-Home:
Bus/Cell:	Bus/Cell:

Are you available to make a 6 month commitment?  Yes  No

Are you available to commit to a minimum of 2 hours per week?  Yes  No

**Availability:**

Mornings  Afternoons  Evenings  Weekends

How did you hear about our program?

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Why do you want to volunteer for the Accessibility Services program?

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**Guidelines, Terms & Conditions**

- All volunteer work must adhere to Windsor Public Library [Volunteer Policy](#) (Policy O -19.)
- The minimum age requirement for volunteering for this program is 18 years of age.
- Opportunities for volunteer placement are identified by the Windsor Public Library.
- Volunteer assignments balance the needs of the library with the interests and abilities of volunteers.
- All applicants will be interviewed by the program coordinator.
- The interview will ascertain the suitability for, interest in and ability to undertake the volunteer position. Acceptance as a volunteer is not automatic.
- Volunteer candidates must supply two references.
- Volunteers will be enrolled and oriented/trained prior to volunteering at the WPL.
- A personnel record is maintained on each volunteer. Volunteer records shall be accorded the same confidentiality as paid staff personnel records.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they may be exposed to while serving as a volunteer. Failure to maintain confidentiality may result in immediate termination of the volunteer.
- Volunteers who do not adhere to the policies/procedures plus health and safety requirements of the WPL or who fail to satisfactorily perform their assignments may have their placement terminated.
- All Volunteers will be valued, and treated with respect and dignity.
- No volunteer will be asked to perform the duty of a paid employee.
- Volunteers will be provided with appropriate support. This will include orientation, appropriate training, the opportunity for feedback where possible, and the proper tools needed to perform their tasks.
- The generous service of volunteers will be recognized in an appropriate manner.
- On request, a letter confirming participation in volunteer activities at the library will be provided.

I hereby authorize the Windsor Public Library to contact my references, and agree that no liability or damage shall accrue to either the Windsor Public Library, or the Corporation of The City of Windsor. I also agree that I have read the terms and conditions and agree to abide by all policies of the Windsor Public Library.

*Please note that a recent (issued within the last 12 months) [Police Vulnerable Sector Check](#) will be required in order to volunteer for the Windsor Public Library. (For complete details regarding Police Record Checks please visit [www.police.windsor.on.ca](http://www.police.windsor.on.ca) ).*

*Applications submitted electronically will be signed during orientation.*

<b>Applicant's Signature:</b>	<b>Date:</b>
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*[Office use only] Police Clearance Received*

<b>Program Coordinator's Signature:</b>	<b>Date:</b>
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Please return as soon as possible to:

Archives – Mike Fish  
**Windsor Public Library**  
850 Ouellette Ave.  
Windsor, ON N9A 4M9  
519-255-6770 ext. 4404  
E-mail: [archives@windsorpubliclibrary.com](mailto:archives@windsorpubliclibrary.com)