



A joint program of the Marin County Free Library and Civic Center Volunteers

Volunteer Application Packet

Thank you for your interest in helping our program, Library Beyond Walls. It can be a highly rewarding and enjoyable experience, while at the same time helping members of your community in need and helping the library in meeting those needs.

Please review the two information sheets and then, if you are still interested:

1. Fill out the top section of the COUNTY OF MARIN VOLUNTEER CONTRACT.
2. Fill out the Supplemental Volunteer Application
3. Read and sign the Oath of Confidentiality.
4. Mail the completed forms to our office or deliver them to the Reference desk of your nearest Marin County Free Library and ask them to send it to our office.

Once your application has been reviewed you will be contacted by our office to set up an interview.

Again, thank you for your interest in our program.

Daniel Carr
Volunteer Coordinator
Library Beyond Walls

11431 State Route One ▪ P.O. Box 1330 ▪ Point Reyes Station, CA 94956
Phone (415) 663-8818 ▪ Fax (415) 663-8691 ▪ Email: dacarr@co.marin.ca.us

Library Beyond Walls Volunteer job description:

General Duties: The Library Beyond Walls volunteer will conduct branch-based home delivery of library materials to at-home citizens within the jurisdictions of the Marin County Free Library. The volunteers will work with the Coordinator, Librarian or Library Beyond Walls Representatives as needed to provide materials suited to their patrons' interests. Volunteers will be responsible for delivery and return of library materials, using private vehicles, to patron(s) in their home.

Qualifications: Volunteer will be accepted after a thorough interview by Volunteer Program Coordinator, a background check, a valid driver's license, and proof of auto insurance. He/she must have the ability to make a one year commitment. Must be willing to undergo training and arrange appropriate transportation to patron's home and their local branch library.

Responsibilities:

1. Take responsibility for each assigned patron. Plan to visit each patron at least once a month as materials may be kept for a period of six weeks for books and 3 weeks for other materials. The time spent with each patron is just as valuable as the materials brought to them.
2. Be receptive to patron's phone calls for new material and return of existing material in a timely manner. Volunteer must agree to keep a patron's reading choices confidential, in accordance with the policies of the Marin County Library.
3. Direct general questions to branch Librarian or Library Beyond Walls Coordinator, Daniel Carr, 415-663-8818, dacarr@co.marin.ca.us, as they arise.
4. Volunteer needs to keep track of hours and e-mail, phone or fax monthly hours to Civic Center Volunteers Center, 499-7407.
5. Volunteer must be willing to sign a contract which is necessary for insurance purposes on or before first day of work.
6. Notify Volunteer Coordinator upon leaving program.

Training Provided:

Orientation to the Library Beyond Walls program
Coordinator will accompany the volunteer on the first visit with each patron and introduce volunteer to the Library Branch Representative
Specific instruction regarding selecting and delivery of materials
Ongoing instruction as needed by the coordinator or branch representative

Benefits of Volunteering:

The satisfaction of providing a much-needed service to people unable to get to the library on their own. Helping the Marin County Free Library serve patrons it would not be able to assist otherwise. Its fun!

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Requirements for LBW Patrons:

A person of any age who is permanently or temporarily unable to come to the library due to illness or disability is eligible for this program. There are numerous reasons why a person is homebound. Many patrons have physical mobility issues preventing them from getting to the library. Leaving the house may be difficult and reserved for essential excursions such as doctor visits. Most disabilities are long term (chronic) or the patron may improve and no longer need the service.

Patron must reside within County jurisdiction

Patron must be homebound in their own homes, apartments, or an independent living facility. We do not service convalescent hospitals/skilled nursing facilities at this time. If you have any questions of patron eligibility call the LBW coordinator

Phone or personal interview with LBW Coordinator and/or Branch Representative

All patrons fill out an application with contact information, specific needs questions, and library service preferences

All patrons sign "Patron Release Forms" so they are clear on the parameters of the program. The volunteer will not provide assistance with activities of daily living, or advice on financial or personal matters.

All patrons understand that overdue fines usually will be waived and lost or damaged material will be the responsibility of the patrons up to \$250.00. The Wells Fargo grant will be used in special circumstances toward lost or damaged fees.

Requirements of the LBW Volunteers:

LBW application and Civic Center Volunteer application

Meet with LBW Coordinator and Branch Representative

Undergo fingerprinting at the Marin County Sheriff's Office and pass the background check

Sign Oath of Confidentiality

Submit copy of Drivers License, proof of auto insurance, or means of delivery (if not by auto)

One year commitment to the program and consistent visits with their patron

Receive the LBW training manual, meet with the LBW Coordinator/Branch Representative for instruction on the process, and visit their new patron with LBW coordinator on the first visit

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County of Marin – Civic Center Volunteers
COUNTY OF MARIN VOLUNTEER CONTRACT
Human Resources Department – Civic Center Volunteers
3501 Civic Center Drive Suite 415
San Rafael, CA 94903
Phone (415) 499-7407 Fax (415) 473-6557 E-mail: jbrown@co.marin.ca.us

It is vital for *insurance purposes* that this contract be completed and returned to the CCV office no later than the first day of work. This form should be filled out together by the volunteer and the volunteer's supervisor to facilitate clear communication. The original is to be returned to the CCV office with copies retained by the volunteer and the volunteer's supervisor.

Volunteer _____ Date _____
Street _____ Dept. LBW-Library ___ Dept. Ph. 663-8818 _____
City _____ ZIP _____ Division _____
Home phone _____ Work Phone _____ Dept. Location _____
Cell Pager _____ Vol. Job Title _ Library Beyond Walls Volunteer
E-Mail _____ Supervisor _____ Daniel Carr _____

JOB DESCRIPTION

- See attached

RESPONSIBILITIES OF DEPARTMENT

1. Initial and on-going training and supervision.
2. Personnel record (contract, work evaluation)
3. Future work references
4. The county has zero tolerance for any form of discriminatory harassment
(Refer to PMR-21 at <http://mine/mine/HR/PMRs/Chapters/PMR-21-EEO-AH.pdf>)

SPECIFIC NEEDS OF VOLUNTEER (State clearly in space below)

RESPONSIBILITIES OF VOLUNTEER

1. Fulfillment of time commitment, as listed below.
2. Report number of hours worked on first of each month to Civic Center Volunteers Office.

WORK HOURS Total hours per week: _____

Mon _____ Tues _____ Wed _____ Thur _____ Fri _____

Starting date _____ Final work date _____

Supervisor Daniel Carr _____ Volunteer _____
Please PRINT Please PRINT

Signature

Signature

Volunteer Programs Manager _____



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Supplemental Volunteer Application

Name _____

Date _____

1. What attracts you most to the Library Beyond Walls program?

2. Through which of the county's libraries would you prefer to volunteer? Please circle:

Marin City Corte Madera Fairfax Civic Center South Novato
Novato Inverness Pt. Reyes Bolinas Stinson Beach
No Preference

3. Have you ever worked with seniors or people with disabilities? In what capacity?

4. Is there anything that would get in the way of your delivering library materials to homebound patrons? (stairs, lifting, etc...)

5. Do you have a valid driver's license and proof of auto insurance? Yes or No

6. Would you prefer a male or female patron? Male or Female or No Preference

7. Please indicate the day(s) and time(s) you would prefer to volunteer:

8. Do you have any allergies? (Including animals, smoke, or fragrances) If yes, please explain.

9. To ensure patrons continue to receive services during times when volunteers are sick or on vacation, would you be willing to be placed on a "substitute" list? If yes, your name would only be shared with fellow volunteers. Yes or No

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10. Do you speak language(s) other than English? Yes or No If Yes, please explain:

11. How did you hear about Library Beyond Walls?

OATH OF CONFIDENTIALITY
Department of Health and Human Services

I, the undersigned, hereby agree not to divulge any information or records concerning any client/patient without proper authorization in accordance with California Welfare and Institutions (W & I) Code, Section 5328, et seq.

I recognize the unauthorized release of confidential information may make me subject to a civil action under provisions of the W & I Code and Title 9, California Administrative Code, as follows:

W & I Code, Section 5330:

(a) Any person may bring an action against an individual who has willfully and knowingly released confidential information or records concerning him or her in violation of this chapter, or of Chapter 1, (commencing with Section 11860) of Part 3 of Division 10.5 of the Health and Safety Code, for the greater of the following amounts:

- (1) Ten thousand dollars (\$10,000).
- (2) Three times the amount of actual damages, if any, sustained by the plaintiff.

(b) Any person may bring an action against an individual who has negligently released confidential information or records concerning him or her in violation of this chapter, or of Chapter 1 (commencing with Section 11860) of Part 3 of Division 10.5 of the Health and Safety Code, for both of the following:

- (1) One thousand dollars (\$1,000). In order to recover under this paragraph, it shall not be a prerequisite that the plaintiff suffer or be threatened with actual damages.
- (2) The amount of actual damages, if any, sustained by the plaintiff.

(c) Any person may, in accordance with Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure, bring an action to enjoin the release of confidential information or records in violation of this chapter, and may in the same action seek damages as provided in this section.

(d) In addition to the amounts specified in subdivisions (a) and (b), the plaintiff shall recover court costs and reasonable attorney's fees as determined by the court.

Name (Please Print)

Position Title

Signature

Date