



NORTHBOROUGH
FREE LIBRARY
— YOUR PLACE TO CONNECT —

LIBRARY ON THE GO

APPLICATION

VOLUNTEER LIBRARY COURIER

NAME: _____

LIBRARY CARD #: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

CELL PHONE: _____

EMAIL: _____

Thank you for applying to become a Volunteer Library Courier as part of the ***LIBRARY ON THE GO*** program at the Northborough Free Library!

Please see over for a brief description of your responsibilities and the conditions that need to be met in order for you to provide delivery services to homebound individuals as part of this service.

If you have any questions, please contact the Project Coordinator: Rick Starzyk at rstarzyk.library@gmail.com or 508-393-5025. Please note Rick's scheduled hours are Tuesdays and Wednesdays from 10:00 a.m. – 1:00 p.m. Please leave a message if Rick is unavailable and he will contact you when he returns.

Library Director Chris Lindquist can also be contacted at clindquist@town.northborough.ma.us or 508-393-5025 x9.

On behalf of the Library Board and Staff, we look forward to working with you!

RESPONSIBILITIES OF A VOLUNTEER LIBRARY COURIER:

1. Complete this Volunteer Application and return it to the Project Coordinator. You can drop off your application at the main service desk or email it to rstarzyk.library@gmail.com
2. Review/Complete/Sign/Return the attached forms:
 - Criminal Offender Record Information (CORI) Acknowledgement Form
 - Town of Northborough Liability Waiver Form [in process]
 - Northborough Free Library Volunteer Application
3. Copies of a valid driver's license and Proof of Liability Insurance, which will be kept on file.
4. When your CORI application and Waiver Form have been approved, we will contact you and schedule a brief training and information session.

Please note that this is a grant-funded project administered by the Massachusetts Board of Library Commissioners (MBLC) using federal Library Services and Technology Act (LSTA) funds. The current grant period will expire on October 1, 2019 and we are seeking Volunteer Couriers through that date.

5. Specifics of the program are being developed in detail as we begin the process of identifying and screening potential clients to include: determine the details of delivery, including physical location of the homebound client, the day of the week, time, and logistics of drop-off and retrieval of library materials.
6. Courier responsibilities will include:
 - Couriers will pick up the designated materials in tote bags marked with the name of the individual requesting **LIBRARY ON THE GO** Homebound Delivery at the Library.
 - These materials will have been selected and appropriately processed by library staff prior to delivery.
 - The materials will then be transported by the Couriers to the destination. Volunteers will deliver and retrieve materials at the entry (i.e. at the **DOORSTEP**) of the residence. At no time should a volunteer enter the home.
 - Volunteers will respect the privacy and confidentiality of all requests for materials and agree to respect the confidentiality of the recipient of these materials per the Library's policies and procedures.

A complete set of written policies and procedures for the Volunteer Library Couriers will be provided prior to beginning your duties.