

VOLUNTEER INFORMATION PACKET

A GUIDE FOR PROSPECTIVE VOLUNTEERS



Jefferson County

PUBLIC LIBRARY

jeffcolibrary.org



***“Unless someone like you cares a whole awful lot,
Nothing is going to get better. It’s not.”
-Dr. Seuss, The Lorax***

Introduction

Thank you for your willingness to serve as a volunteer with Jefferson County Public Library. Volunteers enhance our services and enable us to provide special programs that would not normally be possible with current staffing levels. Volunteers:

- Increase the library’s capacity to provide services to a greater number of patrons;
- Extend the value of every dollar contributed from the community by providing an increased labor force;
- Add to the diversity of our human resources;
- Enhance support for the library;
- Make positive contributions to the quality of life in Jefferson County;
- Enrich our community in countless ways.

Volunteer Program Eligibility

In order to be eligible to volunteer with the library, one must:

- Be at least 12 years of age (7th Grade and up);
- Take the commitment to volunteer seriously;
- Consent to a criminal background check;
- Attend a mandatory 60 minute general volunteer orientation session, in addition to on-site orientation and training;
- Have the appropriate qualifications and ability to complete volunteer tasks.



Students Volunteering for Community Service Hours

Students whose schools, scout groups or service organizations require volunteer service hours should also complete the Volunteer Application and indicate the number of hours needed and the deadline for completion.

Court-Ordered Community Service Volunteers

JCPL will work with select individuals required to participate in court-ordered Community Service through Jefferson County courts, depending upon the needs of the libraries. We are unable to accept volunteers with offences that are sexual, violent, or theft in nature. Direct inquiries to 303-275-2212 or volunteers@jeffcolibrary.org.

Benefits of Volunteering with Jefferson County Public Library

Jefferson County Public Library benefits greatly from the work of its many volunteers. Here is what you can expect in return:

- An opportunity to work in an essential and highly regarded community organization;
- A chance to learn about the inner-workings of libraries and/or explore new career opportunities;
- A place to mingle with new friends and acquaintances;
- An opportunity to make a difference in your community;
- A supportive work environment where you'll learn new skills, sharpen your focus and thinking, and boost your self confidence;
- A rewarding ambience where you're surrounded by engaging people and enticing materials;
- Recognition for your help and hard work on behalf of Jefferson County Public Library;
- Jefferson County Public Library's gratitude and appreciation.

JCPL Volunteer Program Opportunities

Here are some of the jobs that volunteers do:

- **Operations Assistant:** This is the perfect job for anyone who likes to tidy and organize stuff, and keep things running efficiently. Tasks may include shelving, searching for requested materials, putting things in order, cleaning computers, and stocking supplies. This physical job requires lots of movement, and the ability to lift, bend, stretch, kneel, stand, twist, push book carts and manipulate library materials.
- **Program Assistant:** If you like to work with people, are outgoing and creative, this is the job for you because you'll work directly with library staff in planning, setting up, and facilitating library programs and special events. Tasks may also include preparing craft, Storytime, and program materials as well as program set-up and break-down.
- **Outreach Assistant:** This is a job for library advocates, folks who can't help but promote the many perks of a Jefferson County Public Library card library everywhere they go. Opportunities include the Library Speakers Bureau and working the library tent or table at community events such as Farmers Markets, fairs, and festivals.
- **Library to You Assistant:** For folks who can't get to the library, Library To You Assistants help bring the library to them. Opportunities may include office help, Home Service delivery, programming and event help, and "personal book shopper services." Library To You is located in the library Administration building next to Lakewood Library.
- **DIYLab/MakeSomething Assistant:** This is the perfect job for anyone passionate about teaching others how to make things. What kind of things? You name it – anything from knitted scarves and amigurami toys, to 3D objects, soldered circuits and jewelry, cut paper crafts, light up bookmarks, or a sundress for baby.
- **Teen Advisory Board:** If you're 13-18 years of age and interested in becoming more involved in your library and community, TAB might be just the volunteer opportunity for you. You'll work directly with other teens and teen librarians in planning and leading library programs, organizing community service projects, and providing input on library books and materials in this long-term commitment.
- **Summer Reading Assistants:** Do you love to read? And do you enjoy encouraging others to read? Summer Reading Assistants are the backbones of JCPL's Summer Reading program every June and July. Teens going in to grades 7-12 staff the libraries' Summer Reading desks, helping people of all

ages register for the program, record their reading time, and award prizes. Recruitment for these positions begins every year in April.

- **Community Storytime Assistants:** If you love little kids and books, have a high tolerance for chaos, and know how to “ham things up” with singing, dancing, and a little silliness, you’ll enjoy this role. Community Storytime Assistants visit Jeffco preschools to perform Storytimes one or two days per month. Must be willing to commit to 9 months of service.

Please note, not all service areas may be available for placement. Log on to jeffcolibrary.org/volunteer for a list of current volunteer opportunities. Also, JCPL receives a high volume of inquiries from people who want to read aloud to children. However, only paid staff members perform Storytimes at library locations.

Volunteer Applicant Checklist

1. Review Current Volunteer Opportunities on jeffcolibrary.org/volunteers for one that matches your interests.
2. Complete the online [Volunteer Application](#) and Consent for Background Check, indicating the open position for which you are applying. Due to the high volume of volunteer applications received by JCPL, you will be contacted only if there is an open position that matches your interests, skills, and preferences.
3. If a position that matches your interests, skills, preferences and availabilities opens up, the Volunteer Coordinator will conduct the Background Check then contact you by phone or email to discuss the position.
4. If you’d like to pursue the position, you will interview with a library staff person at that location and attend a mandatory one-hour Volunteer Orientation session, two of which are scheduled each month on a variety of days and times. If you are unable to attend one of the scheduled sessions, the Volunteer Coordinator will schedule a time to meet with you individually.
5. Upon starting your volunteer position, you’ll receive additional orientation and training specific to location and tasks.

Questions?

If you have any questions or need more information about volunteering for JCPL, contact:

Debby Ridgell

Volunteer Coordinator

Jefferson County Public Library

10200 W. 20th Street

Lakewood, CO 80215

303-275-2212; debby.ridgell@jeffcolibrary.org

Library Locations and Hours

Administration

10200 W. 20th Ave.
Lakewood, CO 80215
Mon-Fri 8:00-4:30

Arvada

7525 W. 57th Ave.
Arvada, CO 80002
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Belmar

555 S. Allison Pky.
Lakewood, CO 80226
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Bookmobile at Ken Caryl

12442 W. Ken Caryl (Ken Caryl Safeway)
Littleton, CO 80123
Sat 12:00-4:00

Columbine

7706 W. Bowles Ave.
Littleton, CO 80123
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Conifer

Conifer High School, 10441 Hwy. 73
Conifer, CO 80433
Mon-Fri 2:30-8:00
Sat 9:00-5:00
Sun 12:00-5:00

Edgewater

5843 W. 25th Ave.
Edgewater, CO 80214
Mon, Wed 10:00-6:00
Tue, Fri 10:00-8:00
Fri 10:00-5:00
Sat 12:00-5:00
Sun CLOSED

Evergreen

5000 Hwy. 73
Evergreen, CO 80439
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Golden

1019 10th St.
Golden, CO 80401
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Lakewood

10200 W. 20th Ave.
Lakewood, CO 80215
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Library To You (Bookmobile & Home Service)

10200 W. 20th Ave.
Lakewood, CO 80215
jeffcolibrary.org/bookmobile/
jeffcolibrary.org/library-2-you/

Standley Lake

8485 Kipling St.
Arvada, CO 80005
Mon-Thur 9:00-8:00
Fri, Sat 9:00-5:00
Sun 12:00-5:00

Wheat Ridge

5475 W. 32nd Ave.
Wheat Ridge, CO 80212
Mon, Wed 10:00-8:00
Tue, Thur 10:00-6:00
Fri CLOSED
Sat 10:00-5:00
Sun 12:00-5:00

BACKGROUND CHECK DISCLOSURE & AUTHORIZATION

JEFFERSON COUNTY PUBLIC LIBRARY -

VOLUNTEER DISCLOSURE

The "Organization" above and our agent **Background Information Services, Inc. ("BIS")** located at **1800 30th Street, Ste 204, Boulder, CO 80310, (800) 433-6010**, may order, prepare, report, obtain, and review consumer reports about you for volunteer purposes, including without limitation for the purposes of evaluating you for reassignment and retention, at any time prior to or during your volunteering and without providing any additional notice.

We may also order, prepare, report, obtain, and review investigative consumer reports through personal interviews with employers, supervisors, coworkers, clients, neighbors, friends, or associates, acquaintances, and others, as applicable, that may include without limitation, information about your character, general reputation, personal characteristics and mode of living, salary history, reason for termination, eligibility for rehire, and any disciplinary actions. You have the right to make a written request within a reasonable period of time for a free notice of the nature and scope of any investigative consumer report ordered. Such notice will be made in a writing mailed, or otherwise delivered to you not later than five days after the date such request was received or such report was first requested, whichever is the later.

A copy of the FTC "A Summary of Your Rights Under the FCRA" is attached hereto. You may have additional rights under state law.

NY & ME APPLICANTS ONLY: You have a right to know whether an investigative consumer report was requested and to inspect and receive a copy of any investigative consumer report by contacting BIS. By signing below you acknowledge receipt and understanding of the NEW YORK BACKGROUND CHECK NOTICE.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or volunteer – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for volunteer within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1- 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600

State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil	Aeronautics Board or Interstate Commerce Commission Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051