



Volunteer Application

Volunteers must be at least 12 years of age and require a parent/guardian signature if under 18 years of age.

Library Branch to Volunteer at:	
Volunteer Full Name <i>(include middle initial)</i>	
Volunteer Birthdate: <i>(2-digit month/2-digit day/4-digit year)</i>	
Email Address:	
Phone:	
Emergency Contact/Phone:	

Adult

Student

Academic Community Service

Community Service (Court)

Please specify the number of hours required for Academic Community Service or Court Ordered Community Service: _____

Availability:

(Please check the boxes for the times you are available)

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

1. Approximately how many hours per week are you available? _____

2. As a volunteer, what type of work would appeal to you?

3. Please describe any volunteer work that you have done.

4. What other work experience do you have?

Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



APPLICATION DISCLOSURE FORM

Under Washington law, the North Central Regional Library is required to obtain a written disclosure form from all applicants for employment or for volunteer positions which will or may involve unsupervised access to children less than sixteen years of age, or developmentally disabled persons or vulnerable adults. You must complete this disclosure form for your application to be considered.

In addition, under Washington law, the North Central Regional Library will make a background inquiry with the Washington State Patrol if you are offered and after you accept employment. The background inquiry covers civil adjudications, convictions, and disciplinary board final decisions regarding certain crimes. Successful completion of this background inquiry is a condition of employment with NCRL. Information obtained from both the disclosure statement and from the background inquiries may not necessarily prevent employment. The information will be considered in determining the applicant's suitability and competence to perform the job and on this basis, may result in a denial of employment. A copy of the response will be made available to the applicant upon request.

Answer YES or NO to each listed question.

- 1. Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure, or any of these crimes as they may be renamed in the future?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court

- 2. Have you ever been convicted of any crimes relating to the financial exploitation of a victim who was a vulnerable adult, including first, second, or third-degree extortion; first, second, or third-degree theft; forgery?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court



3. Have you ever been found in any dependency action (a court proceeding regarding child dependent status and/or termination of parental rights under RCW 13.34.030 (2)(B) or under any other jurisdiction outside of Washington State) to have sexually assaulted or exploited any minor or developmentally disabled person or to have physically abused any minor or developmentally disabled person?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court

4. Have you ever been found by a court in a domestic relations proceeding under title 26 RCW (or under any other jurisdiction of Washington State) to have sexually abused or exploited any minor, developmentally disabled person, or to have physically abused any minor or developmentally disabled person?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court

5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court

6. Have you ever been found in any protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

YES NO If yes, list as follows:

Offense	Date of Conviction	County/State	Disposition	Court

I attest under penalty of perjury that the information I have provided is true and accurate to the best of my knowledge. I hereby authorize North Central Regional Library to conduct a background inquiry on me. I understand that any offer of employment is contingent on the successful outcome of this background check.

Applicant Signature _____

Print Name _____ Date _____



Use of IT Resources

Policy:

This policy is intended to set parameters for employee and volunteer use of any North Central Washington (NCW) Libraries Information Technology (IT) resources.

Applicable RCWs:

RCW 42.56.310

Purpose:

The purpose of this policy is to set parameters for employees and volunteers when using NCW Libraries IT equipment and resources including (but not limited to): servers, personal computing devices, applications, printers, networks (virtual, wired, and wireless), phones and cell phones, tablets, video surveillance equipment, routers, cloud services, online and offline storage media and related equipment, and data files owned, managed, or maintained by NCW Libraries. This policy applies to all employees and volunteers while in the performance of work for NCW Libraries and/or using NCW Libraries IT resources, including all NCW Libraries owned, leased and operated IT resources. Unless the context provides otherwise, any reference to “employee” as used in this policy shall also mean and include volunteers or contractors performing work or services on behalf of NCW Libraries.

Statement of Policy:

It is the responsibility of the Executive Director, Human Resources Director, IT Director, and/or authorized designee to ensure NCW Libraries' employees use of IT resources in accordance with this policy. It is also the responsibility of the Executive Director, Human Resources Director, IT Director, and/or authorized designee to ensure all NCW Libraries' employees are aware of this policy and, where necessary, monitor usage of the organization's IT resources.

a. General

1. Employees are responsible for using NCW Libraries' IT equipment and resources in a safe, and ethical manner when conducting NCW Libraries' business. Except as specifically set forth in this policy, employees may not use NCW Libraries' IT equipment and resources for the purpose of private personal use, political use, or to conduct an outside business for private financial benefit or gain.
2. NCW Libraries expects all employees to use NCW Libraries' IT resources and other equipment responsibly in order to avoid damage, violations of this policy, and/or exposure to liability. Employees will not use NCW Libraries' IT equipment or resources to further or promote discrimination, harass others, infringe on copyrights, advance political or religious beliefs, or engage in unlawful activity.

3. There is no expectation of privacy when using the NCW Libraries IT equipment and resources, whether for NCW Libraries business or incidental personal use (in compliance with this policy). NCW Libraries owns all data stored on its network and peripheral devices and reserves the right to inspect and monitor any use at any time (examples include email, voicemail, internet logs, computers, laptops, mobile devices, etc.)
4. NCW Libraries does not warrant, guarantee, or ensure that the functions or services provided by its IT equipment and resources will be universally available/operational and/or without defect. In addition, NCW Libraries is not responsible for financial obligations arising from improper or unauthorized use of its IT resources.

b. Data & Access

1. NCW Libraries employees shall not share their account access information, passwords, or other information used for identification, authorization, or authentication purposes, and shall use NCW Libraries' IT systems only under the accounts to which they have been assigned. IT resources shall not be left unattended in a state that affords an opportunity for unauthorized or inappropriate access to Library records, or otherwise compromises NCW Libraries' IT security. Employees shall not attempt to gain unauthorized access to the NCW Libraries' IT resources of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications from NCW Libraries' IT system. Furthermore, employees shall not attempt to access or disclose any data, documents, emails, or programs in NCW Libraries' systems for which they do not have prior authorization. If an employee becomes aware of unauthorized access, use or disclosure, the employee must report the incident to their immediate supervisor and/or IT management.
2. To protect our organization, NCW Libraries may place reasonable access restrictions on the sites, materials, and/or information employees access through its equipment, systems, and IT resources. This includes secure filtering of web resources as a necessary and critical components of IT network security. NCW Libraries' IT employees or contractors may reconfigure access restrictions, reset account security, and bypass security when it is necessary for support and troubleshooting purposes.
3. NCW Libraries IT management, or authorized designee, may conduct random and requested audits of employee accounts (including accounts with commercial or other third party providers if used in the course of conducting business) in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the organization.
4. NCW Libraries employees are not to utilize IT resources with the intent to disrupt or harm NCW Libraries' technology or operations (such as destroying equipment or placing a virus on computers). Employees shall also not attempt to purchase or install unauthorized software or hardware but will work with the NCW Libraries' IT Department to ensure there is proper vetting and installation of IT resources.
5. For security purposes NCW Libraries reserves the right to log, record or inspect access to its IT systems and resources including (but not limited to): servers, personal computing devices, applications, printers, networks (virtual, wired, and wireless), phones and cell phones, tablets, video surveillance equipment, routers, cloud services, online and offline storage media and related equipment, and data files owned, managed, used, and/or maintained by NCW Libraries.
6. NCW Libraries reserves the right to suspend access to NCW Libraries' IT resources at any time, without notice, to anyone who is not an NCW Libraries employee.

c. Hardware Usage

1. No technology resources including, but not limited to, software, hardware, cloud services, portable devices, removable devices, and related maintenance and support contracts, may be purchased or used in connection with NCW Libraries operations without first obtaining authorization from the IT Department. An employee desiring to obtain a technological resource should first contact the IT Department Help Desk.
2. Except as otherwise set forth herein, NCW Libraries will not hold employees responsible for normal wear and tear of IT resources. If maintenance or repair is needed, employees are required to notify the NCW Libraries IT Department so

items may be serviced or repaired. The IT Department may request organization-issued equipment be made available to them at any time for the purpose of upgrades, replacements, or inspection.

3. Multiple instances of an employee accidentally or carelessly damaging or losing equipment may result in loss of equipment use, disciplinary action and/or charges for repair/replacement.
4. Mobile IT systems and equipment (such as cell phones and laptops) are fragile and to help protect against accidental damage, protective cases, padded bags, and padded sleeves are provided. If employees do not have protective coverings for their NCW Libraries equipment, they should contact the IT Department so protective gear may be made available. Employees are not to remove NCW Libraries-provided protective coverings.
5. Staff are required to coordinate with and seek approval from NCW Libraries' IT Department prior to moving, re-organizing, or re-wiring technology equipment such as desktop computers, workgroup printers, wireless access points, or battery backups. This does not apply to equipment which is mobile by design (such as laptops, tablets, cell phones, etc.).
6. Any NCW Libraries employee or volunteer who is issued NCW Libraries' equipment, is responsible for its proper use at all times. In some cases, staff are given oversight of additional equipment via scheduled checkouts or as part of a specific program they facilitate (such as STEM programs). In either case, employees are responsible for ensuring proper use, tracking of the equipment, and maintaining inventory.
7. Employees shall not provide family, friends, or acquaintances of employees with access to NCW Libraries systems or equipment, or any other privileges, that are not equitably offered to Library patrons.
8. Both the IT Department and Programs & Resources Department (including STEM) provide NCW Libraries equipment for checkout purposes. Employees must adhere to checkout procedures to monitor use and availability.
9. NCW Libraries' hardware and electronic media that are obsolete or damaged beyond repair must be declared surplus property. Surplus items which carry no risk of disclosure of sensitive information, breach of a licensing agreement, or infringement of copyright, and have value to other parties, may be sold or auctioned at the discretion of NCW Libraries.
10. When an employee leaves employment with NCW Libraries, they are required to return all NCW Libraries-owned devices and accessories. This includes (but is not limited to) cell phones, laptops, cables, connectors, chargers, protective cases, keyboards, mice, headsets, printers, etc.

d. Phones & Cellular Devices

1. Employees will use NCW Libraries' telephones (including cellular phones) while conducting NCW Libraries' business. Other than being contacted for the purpose of basic employment communication, such as scheduling, leave inquiries, HR paperwork, timesheets, etc. employees are discouraged from using personal phones for conducting NCW Libraries business. NCW Libraries provides cell phones for any employee whose work duties regularly require after hours communication, availability while away from an office, or a mobile number to be provided to outside entities for direct contact purposes. Cell phones are assigned primarily for business use to specific employees such as area managers, facilities staff, communications staff, IT support staff, and executives.
2. Excessive use of organization provided cell phones, as determined by NCW Libraries in its discretion, is not permitted. In some cases excessive use varies based upon position. In most cases, excessive use would be any usage within a month greater than 800 Voice Plan Minutes, 800 Text Messages, and/or 8 Gigabytes of Data. Employees exceeding any of these monthly usage maximums may be contacted by IT, required to reimburse NCW Libraries for overage charges, and potentially incur disciplinary action. Due to public record retention and disclosure requirements, employees are discouraged from using text messaging as a regular source of communication.
3. Delivery staff and bookmobile staff will be provided access to general use cell phones tied to their operational route/vehicle. General use cell phones will be left at the primary return location at the end of each workday.
4. NCW Libraries will maintain a pool of cellular hotspots for employee use as reasonably necessary. Employees who do not have an NCW Libraries issued cell phone with built-in hotspot functionality, and who require internet connectivity while participating in offsite events, may request a hotspot for checkout.

e. Electronic Communication

1. All electronic communication resources including email, messaging services, and video conferencing must be utilized in accordance with this policy. Examples include (but are not limited to): Gmail, Microsoft Outlook, Microsoft Exchange Online, Slack, Teams, Zoom, Google Meet, WebEx, etc.
2. Email and messaging content generated by NCW Libraries' employees must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure.
3. NCW Libraries' emails and messaging are public records and should be treated accordingly. All emails and messages are subject to permanent retention by NCW Libraries.
4. NCW Libraries employees should be attentive to content that has unusual or questionable subject lines to mitigate spam, phishing and script-borne viruses that come into the network through attachments or by clicking on links that lead to hostile web sites. If an employee suspects phishing or script-borne viruses in attachments, they should immediately contact the IT Department's Help Desk.
5. The use of email, messaging, or video conferencing resources to send or solicit the receipt of inappropriate content such as sexually oriented materials, hate speech, content that a reasonable person would view as obscene, harassing or threatening and having no legitimate or lawful purpose or contents falling within the inappropriate categories for internet usage is prohibited and may result in serious disciplinary action, up to and including termination.

f. Personal Use

1. Employees may make limited personal use of NCW Libraries' IT systems and equipment, including telephones, printers, cell phones, computers, and internet access. The use must be on an occasional but limited basis and only if it meets ALL the following requirements:
 - a. There is no added cost to NCW Libraries.
 - b. The use is brief.
 - c. The use occurs infrequently.
 - d. The use does not interfere with the performance of duties.
 - e. The use does not compromise the security or integrity of NCW Libraries' property, information, or software.
2. NCW Libraries employees are not authorized to save personal documents on its computers or IT resources, or use the organization's email, messaging, or video conferencing services for personal communication.
3. Personal printing must be limited to what is freely provided to the public.
4. Other than the public/guest Wi-Fi networks, employees are not authorized to connect personal devices to NCW Libraries' networks or computing equipment.

g. Enforcement

1. Anyone who observes or suspects a violation of this policy, or a potential gap in security or protection of the NCW Libraries IT resources (including equipment, systems or data), should immediately make a report to the IT Director or Human Resources Department. Failure to do so may result in disciplinary action up to and including termination of employment.
2. Violations of this policy may result in disciplinary action up to and including termination of employment. In addition, legal violations such as willful destruction of NCW Libraries property will be reported to law enforcement when appropriate.

h. References/Related

- A. Telecommuting Policy
- B. Public Records Request Policy

Employees and volunteers that are authorized to use NCW Libraries IT equipment and resources shall sign the following acknowledgement of this policy to indicate they have read and understand it. Signed acknowledgements will be returned to the NCW Libraries Human Resources Director and kept on file.

Employee/Volunteer Acknowledgement

I have received, read, understand, and agree to abide by NCW Libraries Use of IT Resources Policy. I also agree to abide by any other applicable laws, NCW Libraries policies, and regulations governing the use of said IT equipment and resources. I understand any violation may result in revocation of user privileges, disciplinary action, and/or legal action when appropriate.

I hereby release NCW Libraries and its personnel from any and all claims and damages arising from my use of NCW Libraries IT Resources or from the failure of any technology protection measures employed by NCW Libraries.

Employee Name (Please Print)

Employee Signature

Date