

RICHLAND COUNTY PUBLIC LIBRARY  
SUBSTITUTE SUPPLEMENTAL APPLICATION

SUBSTITUTE MUST ALSO COMPLETE THE REGULAR RCPL EMPLOYMENT APPLICATION IN CONJUNCTION WITH THIS FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Days/hours available (check all for which normally available – “normally available” does not mean one is required to always accept those hours when called for them):

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<u>2-6?</u>	<u>9-5:30?</u>	<u>9-5:30?</u>	<u>9-5:30?</u>	<u>9-5:30?</u>	<u>9-6?</u>	<u>9-6?</u>
	<u>5-9?</u>	<u>5-9?</u>	<u>5-9?</u>	<u>5-9?</u>		

Certain weeks or months of the year as “non-available” may be acceptable. Please list any specific weeks or months, or any generalized portion (or general %) of the year you would expect to be “non-available”: \_\_\_\_\_

Locations/Areas Available (check all that apply)

- \_\_\_\_\_ Circulation Department (Main Library, 1431 Assembly Street)  
\_\_\_\_\_ 1431 (Main Library)  
\_\_\_\_\_ Periodicals (Main Library)  
\_\_\_\_\_ Children’s Room (Main Library)

- \_\_\_\_\_ The Link, Ballentine (1321 Dutch Fork Road) Irmo (29063)  
\_\_\_\_\_ Blythewood Branch (218 McNulty Road) Blythewood (29016)  
\_\_\_\_\_ Cooper Branch (5317 North Trenholm Road) (29206)  
\_\_\_\_\_ Eastover Branch (608 Main Street) Eastover (29044)  
\_\_\_\_\_ Northeast Regional Branch (7490 Parklane Road) (29223)  
\_\_\_\_\_ North Main Branch (5306 North Main Street) (29203)  
\_\_\_\_\_ Sandhills Branch (1 Summit Place at Clemson Road) (29229)  
\_\_\_\_\_ St. Andrews Regional Branch (2916 Broad River Road) (29210)  
\_\_\_\_\_ Southeast Regional Branch (7421 Garners Ferry Road) (29209)  
\_\_\_\_\_ Wheatley Branch (931 Woodrow Street) (29205)

Why are you interested in substituting for Richland County Public Library? \_\_\_\_\_

Do you have experience in dealing with the public in customer service or public service settings?

Yes \_\_\_\_\_; No \_\_\_\_\_; Comments \_\_\_\_\_

About how long would you expect to be available as a substitute (for example, how many months, or years?) \_\_\_\_\_

RCPL seeks persons for substitute whose preference is irregular, on-call hours, rather than a regular schedule of hours.

Do you meet this qualification? Yes, I prefer on-call: \_\_\_\_\_ No, I prefer regular: \_\_\_\_\_

Comments \_\_\_\_\_