

# Volunteer Policy



Volunteers at the Leach Public Library perform a variety of tasks that help ensure library success by supporting staff and helping to enhance service to the community. While volunteers are essential to Library, they are not a replacement for Library staff. The following policy is for Library volunteers exclusively, not for volunteers from service groups or other organizations.

## **Selection of Volunteers**

A volunteer application and interview must be completed before volunteer service begins. Volunteer applicants will be held to the same standards as job applicants. They will be selected based on qualifications and the needs of the Library. Volunteers must be at least 12 years old. Any volunteer under the age of 18 must have signed, written permission from a parent or guardian before beginning service.

Persons applying for a volunteer position may be asked to provide references and/or information for a background check. If a background check is performed, acceptance as a volunteer will be contingent on a satisfactory report.

## **Role of the Volunteer**

Volunteers provide necessary support to Library staff in order to help provide additional services. Volunteers do not replace trained staff, nor do they have the authority to make decisions that are the purview of the Library staff.

By applying and/or accepting an assignment, the volunteer agrees to the following:

- To attend trainings, accept supervision by Library staff and ask questions about policies and methods that they do not understand;
- To follow Library policies and procedures, including confidentiality, and to act in a professional manner while representing the Library;
- To provide advanced notice if he/she is unable to work a scheduled shift, or if the assignment will be interrupted or discontinued.

## **Role of the Library**

In order to help volunteers in their positions, the Library and its staff agree to the following:

- Provide all necessary orientation, training and supervision;
- Keep records of volunteer service and provide letters of recommendation if requested.

## **Volunteer Placement**

Work assignments and hours will be decided upon between the volunteer and the Library staff. The duration of the volunteer commitment can be short term, for specific projects or programs, or long term. Volunteers will not receive any compensation for time spent or expenses occurred. Volunteers

are responsible for getting themselves to and from the Library in time for their assignment. If they are unable to make their scheduled time, they are required to notify the Library at least 24 hours in advance. If a volunteer doesn't contribute a minimum of four hours in a three month period, that volunteer will be considered to have resigned from the program, unless prior arrangements are made with the Library staff. In the event that a volunteer is unable to adequately perform their assigned duties and no other appropriate work is available, the volunteer may be released from their service.

Approved 8/24/2017

Reviewed and reapproved 6/23/2022

# Volunteer Application



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Parent Permission (18 and under only)

I give permission for my child, \_\_\_\_\_, to volunteer at the Leach Public Library. I understand that I am responsible for child's behavior while volunteering and for making sure that my child is able to get to and from his/her assignment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Emergency Contact (Use parent for 18 and under.)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Please list one non-family reference that we might contact (Leave blank if under 18)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation? \_\_\_\_\_

Please be aware that some volunteer positions may require a background check. Are you willing to sign a release form? \_\_\_\_\_

What is your availability? Please mark all that apply.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening

Which tasks are you most interested in?

Light cleaning (dusting, cleaning computers, etc.)

Book Processing

Cleaning DVDs and CDs

Special Clerical Projects (Obituary recording, adding AR points, etc.)

Shelving/shelf reading

Special events and programs (such as Summer Reading)

Other \_\_\_\_\_

Are you able to get yourself to and from the Library to complete your volunteer assignment?

Can you easily bend, reach, stoop and grasp? Can you lift 20 pounds?

Do you have any current or upcoming commitments that may interfere with your volunteer duties?

Please describe any special training or skills that you feel may be useful?

I understand that completion of this form is not a guarantee of a volunteer position. Volunteers will be selected and trained according to the Library's Volunteer Policy. I agree that the information put forth in this application is true and complete. I understand that if I am accepted as a volunteer that any false statements, omissions or misrepresentations made on this application may result in immediate dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_