

Volunteer Policy - Adopted by the Library Board on March 28, 2011

The Glen Carbon Centennial Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

A **volunteer** is an individual who assists with work done at the Glen Carbon Centennial Library without wages, benefits, or expectation of monetary compensation of any kind. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a library volunteer.

- **High School Volunteer** is any individual in the 9th-12th grade who may perform volunteer work as part of an authorized school program.
- **Junior Friends of the Library Volunteer*** is any individual who is interested in becoming a member of the library's Jr. Friends of the Library group.
- An **Adult Volunteer** is any individual, 18 years or older.
- **Community Service volunteer** is a court-ordered service volunteer.

*Volunteers who are residents of Glen Carbon and are currently graduating from high school, have been accepted to a college or trade school, and who have completed **50** or more hours of community service with the Junior Friends of the Library will be eligible for a chance to receive a \$500 scholarship from the *Friends of the Library*.

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of in-house adult volunteers is the responsibility of the Director and/or Asst. Director; Teen volunteers are the responsibility of the Youth Services Director.

Prospective volunteers are requested to fill out an application form and will be interviewed by one of the above individuals. A background check may be made on adult volunteers. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

In-House Volunteers

- *Roles and Responsibilities*

The library depends on its volunteers for a wide variety of tasks which would be assigned to library staff. We therefore ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified immediately on any given day when the library opens late or closes early for any reason.

Individuals are asked to wear a name badge that identifies them as a volunteer while they are working at the library. Volunteers are expected to refer all requests for information to the library staff, other than purely directional questions (e.g. where the bathroom is; where the children's room, etc is.).

Volunteers are asked to keep an accurate record of the hours they work each week, for the use of the Director.

- *Training and Supervision*

The Library Director coordinates the in-house volunteer program. Volunteers will receive specific training in their assigned duties from the library staff member who will be directly supervising their work. All reasonable care will be taken to ensure the safety of volunteers.

- *Work Schedules*

Volunteers shall only work during hours when adequate supervision is available. Typically, a volunteer works a 2-3 hour time slot each week. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Director or immediate supervisor.

Community Service

Persons who seek volunteer assignments at the Glen Carbon Centennial Library to meet a court-ordered requirement for the performance of community service shall be subject to the above selection process and all other provisions of this policy. Court-ordered service volunteers must be referred in writing by court authorities and provide court paperwork to the Director. Volunteer opportunities will not be available if the charges against the potential volunteer applicant include theft or any charges related to minors.

Employment of Volunteers in the Library

If a paid library position opens, volunteer applicants shall be evaluated on the same criteria as other applicants.

Leaving Volunteer Service

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

Whenever possible, the library will make an effort to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time.

In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be released from service.



VOLUNTEER EMPLOYMENT APPLICATION

Date ____ / ____ / ____

Name _____
 (Last) (First) (Middle)

Home Address _____

Telephone _____ Email Address _____

Name & Phone Number of person to contact in case of emergency: _____

Were you ever convicted of a crime? _____ If yes, then state when the conviction occurred, and provide a brief description of the nature of the charges upon which the conviction was based. _____

Are you a citizen of the U.S.? _____ If not, state your country of citizenship. _____

<p>Please check one:</p> <p><input type="checkbox"/> High School Volunteer</p> <p><input type="checkbox"/> Jr. Friends of the Library Volunteer*</p> <p><input type="checkbox"/> Adult Volunteer</p> <p><input type="checkbox"/> Community Service Volunteer</p> <p>The Library does not accept volunteers under age 12 at this time.</p>	<p>Please check if appropriate.</p> <p><input type="checkbox"/> Court ordered</p> <p><input type="checkbox"/> School sponsored</p> <p><input type="checkbox"/> Other: _____</p> <p>Contact Person and Phone: _____</p>
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Duties/tasks you're interested in:		
<input type="checkbox"/> Book repair/processing	<input type="checkbox"/> Pricing sale books	<input type="checkbox"/> Assist others on computers
<input type="checkbox"/> Finding books from a list	<input type="checkbox"/> Typing	<input type="checkbox"/> Assist with library events
<input type="checkbox"/> Putting shelves in order	<input type="checkbox"/> Filing	<input type="checkbox"/> Assist with children's programs
<input type="checkbox"/> Shelving books	<input type="checkbox"/> Photocopying	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Bulletin boards/Displays	<input type="checkbox"/> Mailings	

Skills:		
<input type="checkbox"/> Art	<input type="checkbox"/> Clerical	<input type="checkbox"/> Good with People
<input type="checkbox"/> Musical Instrument	<input type="checkbox"/> Typing/Data Entry	<input type="checkbox"/> Good with Kids
<input type="checkbox"/> Sign Language	<input type="checkbox"/> Filing/Organizing	<input type="checkbox"/> Computer Skills (specify):
<input type="checkbox"/> Foreign Languages (specify):	<input type="checkbox"/> Alphabetizing	
	<input type="checkbox"/> Other: _____	

How many hours a week/month do you wish to be scheduled to volunteer at the Library? _____

When are you available to volunteer? (Indicate specific times in each box.)						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00-12:00						
12:00-3:00						
3:00-6:00						
6:00-8:00						

Information regarding the personnel records of volunteer staff will be disclosed only with the volunteer's written permission. Please sign below if you authorize the library to release information about your work.

Volunteer Signature

FOR VOLUNTEERS UNDER AGE 18: I give permission for my child to volunteer at the Library.

Parent/Guardian Signature (if under age 18)

STAFF USE ONLY

Phone Interview Date: _____ In-Person Interview Date: _____

Starting Date: _____

Job Assignment: _____

Total Hours/Week: _____

Final Work Date: _____

Reason for Leaving:

Voluntary

Terminated by Library: _____