

Womelsdorf Community Library Volunteer Program Policy

1. Volunteers are defined as persons who perform duties or tasks for the Library without wages or benefits. The Library does not provide workman's compensation, medical coverage, or liability insurance for volunteers. Community service workers shall work under the same guidelines as other Library volunteers and in compliance with their organization.
2. To be accepted as a volunteer at the library, a volunteer application form must be completed and an interview conducted. The library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason. Volunteers must be at least 14 years old; volunteers under 18 years of age must have written permission from a parent or guardian to work at the Library. *The library does NOT accept volunteers fulfilling probation and/or court ordered community service.* Volunteers may be asked to submit to a criminal and/or child abuse background check.
3. Volunteers must be able to follow verbal and written instructions; must have the skills commensurate with the assigned job duties; must be willing to abide by Library work rules; and must be willing to perform all work as assigned by Supervisor.
4. Volunteers will not replace paid staff and will provide special, unusual, or supplemental services, and will be recruited for a specific job rather than on a general basis.
5. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. Appropriate dress is required.
6. The library will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability.
7. Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director or Volunteer Coordinator.
8. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
9. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
10. All personal information about the volunteer is for internal use only.
11. Volunteers will not be expected to do anything staff would not do.
12. Discriminatory or racist incidents will not be tolerated
13. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.

Womelsdorf Community Library General Volunteer Guidelines

Volunteer is responsible general duties including but not limited to shelving returned items, shelf reading, assistance to patrons in locating materials, and special assignments.

Responsibilities:

- Shelving of children's and young adult material
- Monitor arrangement to materials, correcting placement as necessary
- Arrange book displays
- Assist with special programs
- Cutting and/or assembling craft supplies
- Assisting with Summer Reading Program
- Filing
- Maintain friendly attitude toward patrons

Qualifications:

- Ability to alphabetize materials.
- Understanding of and ability to use the Dewey Decimal System to organize materials.

Training/Preparations:

- Orientation to materials.
- On the job training.

Time Requirements/Length of Commitment: Negotiable

Supervisor: Librarian or Library Aide on duty.

Womelsdorf Community Library Volunteer Application

Date: _____
Name _____
Address _____
City _____ Zip _____
Phone (h) _____
Phone (w) _____
Email _____
In case of emergency, notify: _____
Phone: _____

Employment Status: Employed Retired Unemployed Student
Current Employer: _____
Position: _____
Supervisor: _____

List any physical limitations you have that we should consider when matching you with a volunteer job: _____

List any special skills or interests that you have: _____

List any previous volunteer experience and/or community service affiliations: _____

Why do you want to volunteer at the library? _____

What days and times are you available?
Sunday: _____
Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____

When can you start? _____

I, _____, agree to volunteer my services to Womelsdorf Community Library. I understand that WCL is counting on my services. If I fail to appear for three (3) consecutive assigned work days without prior arrangement with my supervisor, or if my work or the volunteer arrangement is unsatisfactory in any way, I understand that my volunteer service will be terminated.

I agree that I will not disclose any information relating to library patrons, library business operations, or library personnel gathered or heard officially or unofficially in the course of my volunteer service. I understand that such information is strictly confidential.

I have read, understand, and agree to the WCL Volunteer Program Policy and the WCL Volunteer Guidelines.

Signature: _____

Date: _____

Parent/Guardian Signature (if under 18)

Print Parent/Guardian Name

FOR VOLUNTEER OFFICE USE ONLY:

- ___ Badge
- ___ Volunteer Timesheets
- ___ Schedule/Punctuality
- ___ Supervisor Contact Information
- ___ Program Policies
- ___ Volunteer Guidelines
- ___ Dress Code
- ___ Background check

- ___ Start Date _____
- ___ Inactive Date _____
- ___ Resignation Date _____
- ___ Reason for Resignation _____
- ___ Termination Date _____
- ___ Termination Reason _____
- ___ Release Date _____
- ___ Reason for Release _____