



# Volunteer Policy & Application

## Gleason Public Library

Thank you for your interest in volunteering at the Gleason Public Library. We at the Gleason believe our volunteers are valuable and wonderful people and will do our best to make sure their experiences are meaningful and enjoyable.

### The primary goals of the volunteer program are to:

- Allow citizens the opportunity to make a contribution to the Carlisle community
- Allow library staff to develop working relationships with citizens
- Maximize staff efficiency

### 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.
- Volunteers do not replace paid staff, but donate their time and skills to supplement services provided by paid staff. Please note that volunteers do not work at library service desks.
- Volunteers must be 13 years of age or older.
- Prospective volunteers are required to complete a Volunteer Application Form. The Library Director or Assistant Director will review the application and schedule an interview if the application meets all requirements.
- If there are not suitable volunteer opportunities available, applications will be kept on file for one year. Applicants may be called to volunteer for special projects during that time.

### Volunteer assignments

The following lists some of the tasks volunteers perform:

- Shelving library materials
- Organizing and cleaning shelves
- Cutting, pasting, etc.
- Photocopying, collating, folding, stapling
- Assisting with events
- Weeding, raking, and general grounds maintenance
- Assisting with recycling
- Assisting with book preparation
- Special projects as assigned

### Volunteer guidelines

- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all patrons.
- Volunteers are expected to report to work at the scheduled time. Volunteers should notify the Library as soon as possible if they will be late or absent. Volunteers must sign in and out time worked in the volunteer log.





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### Volunteer guidelines, continued

- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers must treat all people with dignity and respect. Volunteers should refer all policy questions from the public to a staff member.
- By law, all patron information is confidential; volunteers should not reveal patron information to others.
- Volunteer staff who are shelving items are often asked for assistance locating items. Volunteers must use their best judgement when assisting patrons. When in doubt, volunteers should always seek the assistance of library staff.
- Volunteers should report any safety hazards or injuries immediately to a staff member.
- It is expected that a volunteer's dress and grooming be appropriate for representing the library in a public environment and in keeping with his or her work assignment.
- Socializing with friends during scheduled volunteer time is discouraged.
- Volunteers may be subject to review and evaluation, correction, and possibly termination in the best interest of the library.
- To end a volunteer commitment, volunteers should notify their supervisor of that decision and the effective date.

### Questions

If you have questions regarding volunteering, please ask at the library, email [director@gleasonlibrary.org](mailto:director@gleasonlibrary.org), or call us at (978) 369-4898. Thank you!

*Approved February 14, 2013, Gleason Public Library Trustees*



# Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

School (if applicable) \_\_\_\_\_ Grade \_\_\_\_\_

## I am seeking a volunteer position:

- to satisfy school/scholarship/graduation requirements: need to complete \_\_\_\_\_ hours by \_\_\_\_\_
- to become a regular volunteer
- to be on call for special projects or events
- to fulfill court ordered community service: need to complete \_\_\_\_\_ hours by \_\_\_\_\_
- other, please explain \_\_\_\_\_

**Please list any applicable work experience, skills, or special interests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Physical Requirements

Volunteer duties may require bending, reaching, light lifting, standing, etc. Please list any physical limitations that we should know about: \_\_\_\_\_

## Availability

Please list times that you are available:

Mondays \_\_\_\_\_ Tuesdays \_\_\_\_\_

Wednesdays \_\_\_\_\_ Thursdays \_\_\_\_\_

Fridays \_\_\_\_\_ Saturdays \_\_\_\_\_

## Person to Contact in Case of Emergency

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**By signing below, I agree to abide by the requirements as described in the Volunteer Policy.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**If under the age of 18, parental consent is required:**

Signature of parent or legal guardian \_\_\_\_\_ Date \_\_\_\_\_

## For Staff Use Only

Interviewed by \_\_\_\_\_ Interview Date \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Note special skills, interests, or needs: \_\_\_\_\_

\_\_\_\_\_