

8.2 HCPL Volunteer Policy

8.2.1 Volunteer Positions

Volunteers will be assigned duties based upon the current needs of the library and the qualifications of the volunteer. General volunteering positions include but are not limited to:

- Stack Maintenance: shelving, shelf-reading, cleaning, & straightening the collection
- Landscape Care: assist with plant care within building, cleanup of litter outside of building, & basic maintenance of garden beds on library property.
- Programming/Event Preparation: assist with preparation of crafts and other materials used in various library programs and/or events.
- Program Facilitator: plan and lead a program based upon personal interests & qualifications, as approved by the programming supervisor.
- Young Adult Volunteer: student volunteers between the ages of thirteen (13) and seventeen (17) will work within the youth services department and will be assigned tasks by the youth services supervisor.

8.2.2 Applications

All volunteers are required to complete a Volunteer Application form (see appendix). The form can be found on the library's website and at the circulation desk. This form is used to determine the individual's eligibility for volunteer service, identify skills that the library may use, indicate the length of service that is anticipated, and indicate the reasons that such service is being provided. Submission of a Volunteer Application does not necessarily lead to acceptance as a volunteer; the library will contact prospective volunteers based upon library need and volunteer position availability.

8.2.3 Interview/Orientation

When a volunteering position becomes available, prospective volunteers will meet with a supervisor to ensure that assigned duties will be appropriate for their needs. The supervisor will discuss the job description, the Volunteer Agreement, and the Volunteer Policies with the applicant during the interview/orientation.

8.2.4 Age

The minimum age for volunteers is thirteen (13). Volunteers age thirteen (13) through seventeen (17) will work primarily within the youth services department and will report to the youth services supervisor. Volunteers eighteen (18) and over will work within the adult department and will report to the adult services supervisor. All volunteers between the ages of thirteen (13) and seventeen (17) are required to have their Volunteer Application signed by their parent or legal guardian.

8.2.5 Community Service

Individual volunteers who are completing required service hours for a community or school organization are welcome at the library, pending library need, staff availability for supervision, and volunteer position availability. It is the responsibility of the volunteer to keep track of any required paperwork. Reasonable time should be allowed for the library's staff to complete required paperwork. Community service volunteers who arrive outside of scheduled hours should not expect to complete service hours.

NOTE: Due to staff limitations, the library does not accept volunteers who are completing court-ordered community service hours.

8.2.6 Community Service Groups

The library welcomes the volunteer efforts of community service groups completing special projects for the library or providing specialized services. Approval of such group activities requires that one adult be designated as the group's representative to the library. The group leader will be responsible for coordinating the activities of the individual members of the group, making contact with library staff as appropriate, and monitoring the behavior of the group in the performance of its tasks.

Groups who wish to provide a service for the library should provide a written explanation of the activity to be performed, the extent of the services that will be provided, and an indication of the length of time this service will be provided. Once this information has been received, the Library Director will consider the project for approval. Approval will be given by the Director; no commitment from anyone other than the Director will be binding to the library. Once approval has been granted, any failure to meet the library's expectations in terms of timeline or deadline may be cause for immediate termination of the project. The library cannot guarantee that the results of a special project will be maintained as an ongoing activity of its staff members.

8.2.7 Project Termination

The library reserves the right to terminate any volunteer project at any time with or without cause.

8.2.8 Library-Sponsored Groups

The library may occasionally coordinate the activities of a group of volunteers in a specified project or series of projects. In such cases, the library will provide supervision for the activities of the group.

8.2.9 Discontinuation of Service

Volunteers may discontinue their service to the library at any time. Volunteers should notify their supervisor if service will be discontinued.

The library likewise reserves the right to discontinue the services of any volunteer at any time. Reasons for discontinuation of service include but are not limited to:

- Failure to respond to supervision
- Failure to accomplish assigned tasks
- Failure to notify the supervisor when unable to report for scheduled work hours
- Causing a disturbance
- Hampering or disrupting the work activities of the library's staff
- Inappropriate behavior

Volunteer Application

Part A

Date _____ Interested in helping: Main (Etown)

Name _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ Phone (C/W) _____

Email _____

Emergency Contact (Name & Number) _____

Date of Birth _____

List any limitations you have that we should consider when matching you with volunteer jobs.

To help us offer you the best volunteer experience, please tell us why you wish to volunteer at the library. Be sure to note any special skills or interests you have.

Please indicate your availability on the chart. *Indicate **only** times during which you are willing to work.

| Day | Morning (<i>list preferred start time</i>) | Afternoon (<i>list preferred start time</i>) | Evening (<i>list preferred start time</i>) |
|-----------|--|--|--|
| M | | | |
| T | | | |
| W | | | |
| Th | | | |
| F | | | |
| S | | | |

How many hours per week do you want to volunteer? _____

When can you start? _____

Part B

Over 18 (if under 18, please skip to Part C)

Adult volunteer opportunities (please indicate interest, although tasks will be assigned based upon need):

- Shelving, straightening, cleaning, shelf-reading books in the adult collection
- Landscape care
- Adult program/event preparation
- Facilitating an adult program

Topic _____

Qualifications _____

List 2 references (work-related, clerical, etc.; not family)

Name _____

Name _____

Relationship _____

Relationship _____

Phone Number _____

Phone Number _____

Part C

Under 18

What grade are you in? _____

The following criteria must be met for youth volunteers:

- Young adults between the ages of 13 and 17 may apply.
- Volunteers may work a maximum of two hours per day and no more than four hours per week.
- Volunteers will be supervised by a staff person and should keep that person advised when a change in scheduling is necessary or if the volunteer is unable to come to work. Repeatedly not showing up for an assigned shift will result in dismissal from the program.
- Volunteers will dress appropriately and wear a *Volunteer Badge* while working.
- When not on duty, volunteers will be treated as patrons. They will not be supervised and will not be allowed to enter staff areas.

For safety reasons, volunteers must not leave their assigned department once they have started to work unless in the company of a parent/guardian or with the permission of staff. This is a public building and the library is not responsible for the behavior of public patrons. If volunteers have any concern for their personal safety they should immediately report to staff. Parents/guardians must be aware of library closing times, and understand fully that library staff will not remain after hours or keep the building open for teens awaiting transportation.

The above guidelines are acceptable to me:

Volunteer Name (printed) _____ Signature _____

The above guidelines are acceptable to me & I provide my consent for my teen to volunteer:

Parent/Guardian Name (printed) _____ Signature _____

Parent/guardian phone number _____

Parent email _____

Disclaimer: Not all volunteering opportunities are available at all branches or at all times.

**Thank you for your interest in serving as a Hardin County Public Library volunteer!
You will hear from a staff member when the library has a volunteer opening.**

HCPL reserves the right to decline the acceptance of a prospective volunteer if the volunteer seems unsuitable for a position or release a volunteer if their work is deemed unacceptable or whose skills do not fill a need in the library. Reasons for discontinuation of service include but are not limited to:

- Failure to respond to supervision
- Failure to accomplish assigned tasks
- Failure to notify the supervisor when unable to report for scheduled work hours
- Causing a disturbance
- Hampering or disrupting the work activities of the library's staff
- Inappropriate behavior

Volunteer Agreement

As a volunteer, I agree to the following:

- I am volunteering with the Hardin County Public Library on a rotating basis. Due to the volume of applicants for volunteer positions, each volunteer will be allowed to serve for three months, after which time their duties will be assigned to another applicant on the waiting list. Any volunteer who wishes to do so may reapply for volunteer status, with the understanding that if their services are required again it may not be for some time. In this way the library is able to accommodate more applicants, and give as many people as possible the opportunity to serve in this volunteer capacity.
- My activities will be assigned by library staff. Duties are determined in such a way as to best serve the needs of the library and the library staff. Duties will generally be behind the scenes, and will mainly consist of such activities as shelf-reading, shelf-cleaning, and shelving. I understand that I am not to take it upon myself to act in any capacity within the library other than as I've been assigned.
- I choose to perform services for HCPL without compensation or expectation of compensation.
- I will adhere to an agreed upon schedule, and will notify my supervisor in a timely manner if unable to work at an agreed upon time.
- I will treat both patrons and staff with courtesy and will treat others in a way that they would like to be treated.
- I must follow the same conduct policies as employees, including: alcohol and drug use, tidiness, phone calls, conversations, confidentiality, and political activities.

Volunteer Name (printed)

Volunteer Signature

Date

If volunteer is under 18:

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Thank you so much for your interest in serving the community as a Hardin County Public Library volunteer!