Hiawatha Public Library
Volunteer Application

Contact Information

Name	
Date of Birth	
Street Address	
City/State/ZIP Code	
Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

___ Weekday mornings
___ Weekday afternoons
___ Weekday evenings
___ Weekend mornings
___ Weekend afternoons

Interests

Tell us in which areas you are interested in volunteering.

___ Shelving (putting library materials back on the shelf)
___ Holds Hunting (locating materials requested by patrons)
___ Shelf Reading (making sure library materials are in the correct place)
___ Library Program opportunities (assisting during Library programs)
___ Food Pantry (various opportunities available)
___ Gardening (planting, weeding, regular upkeep of community garden)

Volunteer/Work Experience

Please summarize your previous volunteer/work experience: _____

_____

_____

Volunteer Goals

Are you volunteering to fulfill a requirement for a class or school program? ☐ Yes ☐ No
Are you volunteering to fulfill a legal community service requirement? ☐ Yes ☐ No

Person to Notify in Case of Emergency

Name	
Street Address	
City/State/ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Parent Signature (If under 18)	
Date	

Hiawatha Public Library Volunteer Policy

Purpose and Intent

The Hiawatha Public Library uses volunteers to supplement the efforts of paid staff in providing quality public service. Volunteers are important liaisons between the library and the community. Through its volunteer services program, the library seeks to develop a group of citizens who can assist the library in interpreting its needs to the community. Volunteers also keep the library in touch with the community it serves. Volunteer workers do not substitute for paid staff but assist with programs or projects that supplement or complement staff duties.

Definition

A "volunteer" is a person who, of his/her own volition provides services to the Hiawatha Public Library without compensation.

Eligibility

Participants who provide volunteer services to the Hiawatha Public Library must be at least 12 years of age. It is the policy of the City of Hiawatha to provide a safe environment, both in our facilities and in our outreach programs. Therefore, we require a background check on all regular volunteer applicants. This check may include a review of sex offender registries, child abuse and criminal history records, Iowa Courts Online, and Hiawatha accounts. **Any applicant with a criminal history for sex or child abuse convictions, or who is serving community service to satisfy a conviction for theft, fraud, forgery or violence will automatically be denied volunteer placement.**

Supervision

Volunteers at the Hiawatha Public Library are considered to be under staff supervision. All HPL staff on duty are considered supervisors. All staff will be responsible for training and direct oversight of a volunteer's performance.

Dismissal

The library may terminate a volunteer for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. The library staff reserves the right to dismiss a volunteer at any time.

For Library Staff Only

Date Contacted:	Background Check Completed: