



Volunteer Policy

The Library encourages members of the public, both individuals and groups, to volunteer their time and effort toward helping with Library services. The Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the Library and the community it serves.

Patrons wishing to volunteer must be at least sixteen (16) years of age, and must complete the Volunteer Application and submit it to the Director for consideration. The Library welcomes students seeking credit or community service hours. While the Library makes every effort to appropriately utilize volunteer hours, it cannot guarantee that there are volunteer slots open at any given time if there are already a large number of volunteers working.

The Library may ask volunteers to perform any of the following tasks:

- Shelving of items
- Shelf-reading to ensure items are in order and uncluttered
- Program preparations or assistance
- Arts/Crafts materials preparations
- Sorting of donations or de-accessioned items
- Copying or sorting of documents/flyers
- Light moving of furniture/boxes/library materials

In addition to the above, patrons with a special skill, such as the ability to teach art or lead an exercise class, may wish to volunteer to hold Library programs for the public. The Library is glad to welcome applications for these programs; see the Room Reservation Policy for more information.

Volunteers may be required to pass a background check and/or receive fingerprinting from City employees for security purposes.



Volunteer Application

Please return this completed and signed form to the Director for consideration.

VOLUNTEER NAME: _____

PARENT/GUARDIAN (if under 18): _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PROPOSED DATES: _____ REQUESTED HOURS: _____

AREAS OF INTEREST: _____

SCHOOL/ORGANIZATION (if seeking credit): _____

I understand that this application for volunteer hours does not guarantee acceptance.

The undersigned agrees to abide by all regulations and requirements of the Library's Volunteer Policy and all other policies governing the activities of Library volunteers.

SIGNATURE: _____ DATE: _____