



Glenwood Public Library Policy

Volunteer Policy

2022.02.02

February 2, 2022

Approved By Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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PURPOSE:

The Glenwood Public Library's volunteers are an important extension of the Library's staff. The following policy is designed to facilitate the relationship between the library and the volunteer.

SCOPE:

This policy applies to all volunteers that are involved with the Glenwood Public Library.

POLICY:

A volunteer is one who performs a service of their own free will. In order to achieve the vision and mission statement of the Glenwood Public Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the Library. Volunteers will not replace or reduce staff hours. Volunteers shall be extended the right given meaningful assignments, the right to be treated as equals, the right to effective supervision, the right to full involvement and participation and the right to recognition of good work.

The Glenwood Public library strives to help volunteers achieve professional development.

References will be provided as needed.

1. Guidelines for Volunteers

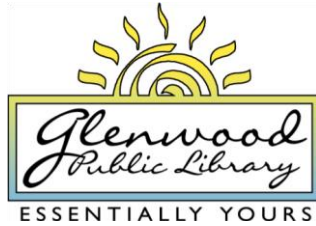
- a. All volunteers must apply and be accepted by the Library prior to performance of assigned tasks
 - i. The application is found in Appendix I
- b. All volunteers are expected to follow the all Glenwood Public Library policies, including the Behavior Policy
- c. The minimum age requirement for a volunteer is 12
- d. Written parental permission will be needed for any minor volunteers
- e. A background check may be requested for adult volunteers
- f. Each volunteer is requested to wear a volunteer badge
- g. Volunteers are responsible for maintaining the confidentiality of ALL library information
 - i. Failure to maintain confidentiality will result in immediate termination of the volunteer
- h. The Glenwood Public Library reserves the right to terminate the services of the volunteer
- i. All personal information about the volunteer is for internal use only and will be treated Confidentially
- j. Discriminatory or racist incidents will not be tolerated

5. Tasks That May Be Performed By a Volunteer

- a. Shelf reading
- b. Shelving material
- c. Helping with programs and projects
- d. Helping with the Summer Reading Program
- e. Light cleaning assignments

- f. Basic reference work
- g. Shredding Documents
- h. Special events
- i. Helping with material selection
- j. Clipping and sorting coupons for the coupon exchange.
- k. Other tasks as assigned

Appendix I



Volunteer Application

Personal Information

Name _____ Preferred Name _____
 Birthdate ____ / ____ / ____
 Address _____
 City/State/Zip _____
 Home Phone _____ Cell Phone _____
 Email _____
 Pronouns: he/him she/her they/them other _____
 Emergency Contact
 Name _____
 Phone _____ Relationship _____

Interests, Skills, and Availability

The Library has a variety of volunteer opportunities. Our Volunteer Coordinator will meet with you to determine which opportunity will be the right fit for your interests, skills, and availability in consideration of the Library's current needs.

I am interested in volunteering in the following areas: (check all that apply)

<input type="checkbox"/> With the public	<input type="checkbox"/> Behind the scenes	<input type="checkbox"/> Adopt-a-shelf	<input type="checkbox"/> Clerical/administrative
<input type="checkbox"/> Computers	<input type="checkbox"/> Summer Reading	<input type="checkbox"/> Arts/Crafts	<input type="checkbox"/> Library/outreach programs
<input type="checkbox"/> Plant Care	<input type="checkbox"/> Tour Guide	<input type="checkbox"/> Volunteer Corps	<input type="checkbox"/> Information desk
<input type="checkbox"/> Children	<input type="checkbox"/> Senior Adults	<input type="checkbox"/> Small groups	<input type="checkbox"/> One-on-one with learners

Please summarize any special skills, talents, or hobbies you might have, including language skills:

Volunteer Experience and Goals

Please summarize your previous volunteer/work experience (where, when, what you did).

Why do you want to volunteer at the Glenwood Public Library?

Are you volunteering to fulfill a requirement for a class or a school program? Yes or No

Number of Hours required: _____

Are you volunteering to fulfill a legal community service requirement? Yes or No

Number of Hours required: _____

Agreement and Signature

I certify that all information provided on this application and during the application process is true and complete to the best of my knowledge. I understand, as a volunteer, that I must abide by the Library's rules and regulations.

Signature _____

Date _____