



## **Clifton Springs Library**

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

[www.cliftonspringslibrary.com](http://www.cliftonspringslibrary.com)

### **VOLUNTEER POLICY**

The Clifton Springs Library recognizes that volunteers provide a valuable service to the library. Their dedication enhances and supports the many benefits the library provides to its community.

A Library Volunteer is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation and/or provision of compensation and without benefits for their time and service.

Although the activities of Library Volunteers are governed by library policy and procedure, volunteers are not to be utilized to replace Library Personnel.

#### **Volunteer Guidelines:**

1. Those seeing to become a Library Volunteer will submit a completed Library Volunteer Application to the Director.
2. If selected, the Library Volunteer will receive an orientation prior to starting.
3. Library Volunteers are assigned tasks based on the needs of the library and that are within their individual capabilities. Volunteers will receive clear instructions regarding assigned tasks.
4. Volunteer hours are to be during the regular operating hours of the library, not before or after, unless there is a special event outside of operating hours and/or pre-approved by the Director.
5. Library Volunteers are not permitted to field reference inquiries or perform tasks that are assigned to Library Personnel. Volunteers are never permitted to be inside the library without Library Personnel.
6. Library Volunteers will respect the confidential information held in the library including, but not limited to, patron names, addresses, phone numbers, and loan requests.
7. Library Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as Library Personnel and patrons.
8. Library Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be displayed between all Library Personnel, volunteers, and patrons.
9. Library Volunteers will receive appropriate recognition of their service to the library.
10. Library Volunteers under the age of 17 must have a guardian sign their Volunteer Application.

A person wishing to volunteer at the library temporarily as part of a requirement for school, a scouting organization, or other group must seek permission from the Director to complete service hours at the Clifton Springs Library. If this person is a minor, he or she must have a legal guardian to oversee volunteer activities. At the conclusion of the service hours, all necessary paperwork must be presented to the Director to complete.

Approved by the Board of Trustees 4/19/2018



In which of the following areas would you prefer to work:

\_\_\_ Cleaning and repair of library materials

\_\_\_ Garden weeding and property maintenance

\_\_\_ Photocopying, paper cutting, etc.

\_\_\_ Hosting a library program or event

\_\_\_ Sorting and boxing book donations

\_\_\_ Organizing library materials (books, DVDs, etc)

\_\_\_ Other \_\_\_\_\_

Availability: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_

Morning \_\_\_ Afternoon \_\_\_ Evening \_\_\_\_\_

Hours per week \_\_\_\_\_

Briefly describe why you would like to volunteer at the library:

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References:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Years Known \_\_\_\_\_

Years Known \_\_\_\_\_

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

Your application will be considered in relation to our current volunteer needs. Volunteer applications are kept on file for one year. Thank you for your interest in the Clifton Springs Library.