



VOLUNTEER POLICY

Effective Date: 1/10/2023

Revised Date:

Purpose

The Thomas St. Angelo Public Library of Cumberland encourages individuals to volunteer their time and efforts in service to the library. Volunteers do not replace paid staff, but instead partner with them to provide the best possible service to library patrons and taxpayers. Volunteerism is valued and appreciated by the Library Board of Trustees and the Library Director and staff.

Definition

A volunteer is a person 14 years or older who performs tasks for the library without wages, benefits, or compensation. This includes individuals who perform tasks on an ongoing basis or for a limited time. This may include service organizations, school community-service requirements, internships, job-skills training, or court-ordered community service.

Selection

A volunteer application and interview must be completed before anyone can serve as a volunteer in the library. A background check will be completed on all adult volunteers. Volunteers are selected based on their skill and abilities and the needs of the library.

Members of the Friends of the Thomas St. Angelo Public Library of Cumberland performing tasks for the library related to their organization are not required to apply to perform their duties for the library.

Individuals referred to the Library by local law-enforcement, social services, or schools for the completion of community service requirements will follow the same application process as all library volunteers. Supervising staff will make all reasonable efforts to compile necessary documentation for completion of hours.

If it is determined that the request for volunteer hours does not fit the opportunities available or the need for supervision exceeds that which the library is able to provide, applicants may be referred elsewhere.

Expectations

- Dress neatly and appropriately
- Arrive on time to scheduled volunteer hours
- Notify the library in advance if unable to work scheduled volunteer hours
- Adhere to library policies and procedures
- Be courteous and helpful to all patrons
- Personal items must be placed in the designated area
- Cell phones should be set to silent or vibrate and should not be used except in an emergency
- Volunteers must wear the provided nametag during volunteer hours

Tasks

- Shelve books
- Dust shelves and books
- Organize shelves and displays
- Clean books/DVDs/CDs
- Prepare materials for library events
- Vacuum carpets
- Wash windows
- Shovel snow
- Rake leaves
- Assist with other library duties as needed

Library Responsibilities

- Provide volunteer training on specific duties
- Provide training on library policies and procedures
- Provide supervision and provide feedback regarding duties
- Provide a safe work environment

Discontinuation of Service

Volunteers may discontinue their service to the library at any time. Volunteers should notify the library director if service will be discontinued. The library likewise reserves the right to discontinue the service of any volunteer. Reasons for discontinuation of service include but are not limited to:

- Failure to respond to supervision
- Failure to accomplish assigned tasks
- Failure to comply with voluntary policy
- Disturbing or disrupting the work activities of the library staff



Thomas St. Angelo Public Library
of Cumberland
~ A Carnegie Library

VOLUNTEER APPLICATION FORM

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Under Age 18 Yes or No (If yes, list your birthdate) _____ / _____ / _____

Note day and time availability below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

Why do you want to volunteer at the Thomas St. Angelo Public Library of Cumberland?

Special talents and skills? _____

Do you have any physical conditions that we need to be aware of in case of medical emergency? _____

Have you ever been convicted of an offense other than a minor traffic violation? Yes No
If yes, please explain _____

Are there any criminal charges pending against you? Yes No
If yes, please explain _____

Emergency Contact Person

Name _____ Phone _____ Relationship _____

Volunteer Release and Wavier Agreement

Please read the information below and sign

I certify that the statements made in the volunteer application are true and correct and have been given voluntarily. I understand that misrepresentation of any information may result in termination of my volunteer involvement.

I am volunteering for personal reasons. I understand I will not be paid for my services as a volunteer.

I give my consent to the Thomas St. Angelo Public Library of Cumberland to use interviews, photographs, or video of myself (my child) for promotional and educational purposes in the media.

I hereby agree to release, waive, and discharge the Thomas St. Angelo Public Library of Cumberland from any and all claims or liabilities resulting from my volunteer services. I hereby agree not to institute or assist in any action or suit at law or in equity against the City of Cumberland or the Thomas St. Angelo Public Library, its officers, employees, agents, or otherwise, for compensation, damage, loss, or injury either to person or property, or both arising out of volunteer services. Applications for minors will only be accepted with a parent's signature (Minimum age of 14).

Should I become a volunteer, I agree to:

- Comply with the policies and procedures of the Thomas St. Angelo Public Library.
- Perform my volunteer duties to the best of my ability and act as a team member.
- Meet time and duty requirements or provide adequate notice and attempt to arrange alternative arrangements.

Signature of Volunteer Applicant Date

Signature of Parent/Guardian if applicant is under the age of 18 Date

Subject to background check