

## APALACHIN LIBRARY ASSOCIATION

### VOLUNTEER POLICY AND APPLICATION 2020

1. A Volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Apalachin Library. Volunteers may be of any age over 5 years, with children between the ages of 5 and 9 accompanied by a parent or guardian. The Library Director and Staff will make every effort to assign the volunteer an assignment that aligns with the applicant's interests and qualifications. Volunteer duties may include, but are not limited to assisting with programs, cleaning, working in the book barn with supervision of a Friends Group member, yard work and gardening.

#### 2. Qualifications and Selection

Potential volunteers are required to submit a volunteer application and may be subject to an interview process. Chosen volunteers may be required to complete an orientation session before working.

Because approved volunteers will be working alongside children and may have access to staff areas, those age 18 and older must provide references and give consent to the Apalachin Library to conduct thorough research on his/her character. (This is usually as easy as conducting a google search with the applicant's full name in quotations).

#### 3. Scheduling

At the discretion of the volunteer, in cooperation with the Library Director or Library Assistants.

#### 4. Volunteer Log

All volunteers must sign in and out before and after they work. The Apalachin Library will keep records of active volunteers.

Students looking for letters of recommendation or documentation of hours worked should let the library staff know at the beginning of their volunteer assignments. Agreed upon Letters of recommendation or documentation will be provided by the Library Director or Library Assistants upon completion of the volunteers' assignment.

#### 5. Other Requirements

Volunteers must agree to follow all of the Library volunteer policies, guidelines and procedures, including dress code and code of conduct. Volunteers must have reliable transportation to and from the library.

#### 6. Dismissal and/or Disciplinary Action

All volunteers are expected to work the hours agreed upon when assigned by their supervisor.

If the volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to their supervisor, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.

Volunteers who do not report for three consecutive scheduled days, without notifying their supervisor, will be considered to have resigned voluntarily.

If the volunteer would like to re-adjust their scheduled hours, they will have to meet with the Library Director or Library Assistants to work out new assignments if they are available.

#### 7. Illness

Volunteers should stay home if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

#### 8. Staff Work Space

Volunteers are not allowed to be unaccompanied in staff areas unless prior permission is given.

Volunteers will be offered a safe place to store their personal belongings if they wish to bring them in during their shift. The Apalachin Library accepts no responsibility for lost or stolen items.

#### 9. Personnel Appearance

All volunteers are expected to present a clean, neat and appropriate appearance during their scheduled shifts. Body hygiene should conform to accepted standards.

#### 10. Cell Phone

Volunteers are asked to keep cell phone usage to a minimum. The Library Director or Assistants will let the volunteer know if they deem the cell phone use excessive and the volunteer must comply with the staff. Rules for cell phone use in the library apply to volunteers as it does for patrons.

The Apalachin Library Board of Trustees reserves the right to amend this policy with no prior notice.

This policy was approved

## Apalachin Library Volunteer Application

Personal Information (Please Print):

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone Number (day) \_\_\_\_\_ Phone Number (Evening) \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Have you volunteered before \_\_\_\_\_ NO \_\_\_\_\_ YES

If Yes, where \_\_\_\_\_

\_\_\_\_\_

Why do you want to volunteer at the Apalachin Library? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills and Interests: Please list any skill or interests you have (i.e. crafts, technology, gaming, teaching)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: Please provide 3 person or professions references.

Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Personal \_\_\_\_\_ Professional

Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Personal \_\_\_\_\_ Professional

Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Personal \_\_\_\_\_ Professional

Have you ever been convicted of a felony or misdemeanor that has not been expunged or pardoned?  
(Not including minor traffic violations) \_\_\_\_\_ NO \_\_\_\_\_ Yes

Note: A conviction will not necessarily preclude you from volunteering. This information will be used only for volunteer-related purposes and only to the extent permitted by law.

Signature:

I understand that the Apalachin Library has the right to evaluate all applicants and will not accept some applicants.

I understand that as an Apalachin Library volunteer I may come in contact with confidential information. I agree to protect this information in compliance with the New York State Civil Practice Law and rules 4509 and will not divulge any information during or after my service as a volunteer.

I agree to abide by all library policies and understand that as a library volunteer I am representing the Apalachin Library and must portray a positive image at all time.

I consent for the Apalachin Library to conduct thorough research on my background which may include a formal background check through the Tioga County Sheriff's Department.

I certify that all statements made in this application are true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Under Age 18

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

LIBRARY STAFF ONLY

Application received by \_\_\_\_\_ Date \_\_\_\_\_

References Checked by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Volunteer applicant has been denied for the following reason(s):

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Notice of Denial Done:    \_\_\_\_\_ In Person    \_\_\_\_\_ By Phone    \_\_\_\_\_ By Email    \_\_\_\_\_ Mailed  
Notice

Signature of Library Director: \_\_\_\_\_ Date \_\_\_\_\_

Approved