

Tipton County Public Library

Volunteer Program Policy

Purpose

The library Volunteer Program is designed to provide enrichment of the library's mission and programs. Volunteers do not replace paid staff; rather, they support the services of the staff.

Selection and Training

Volunteers are selected based on their qualifications and the needs of the library. Volunteers will be matched with a job based on experience, skills, and other relevant criteria. Volunteers will be trained by, and assigned to work, with a supervisor in one of the departments or at the branch library. Volunteers are expected to take direction related to their work from their supervisor. Candidates will be accepted based on the library's project and programming needs, and the library may not accept every volunteer application. All volunteers must be accepted into the library's volunteer program by the Library Director. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.

Requirements

Volunteers will be required to make a specific time commitment per week, to be determined by the needs of the position. They will be expected to provide the same high quality service as paid staff and to help maintain and enhance the professional image of the library.

The library requires a criminal background check for those who volunteer to assist with the Outreach Program, delivering materials to shut-in patrons. Other positions may also require a background check.

Volunteers under the age of 18 must have written parental approval and cannot work more than four (4) hours per day. The library will not accept volunteers under the age of 14. Youth volunteers may not work without direct supervision by a staff member.

Personal Conduct

Volunteers will be subject to the same requirements of appearance and personal conduct as paid employees of the library and must adhere to the policies and procedures established regarding work schedule, attendance, conduct, performance, safety, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the library.

- Punctuality and regular attendance is required. Volunteers must be ready to work at their assigned times. The supervisor must be notified if a volunteer will be late. Three unscheduled absences will be grounds for dismissal from the volunteer program.
- A volunteer's name badge must be worn at all times while on assignment at the library.
- Personal conversations are to be kept to a minimum.
- Personal reading is not allowed while on assignment.
- Smoking, tobacco products, and smokeless cigarettes are not permitted on library property.
- The use of alcohol, drugs, or other illegal substances is not permitted anywhere on library property. Reporting for work while under the influence of alcohol, drugs, or other illegal

substances is strictly prohibited and is grounds for immediate dismissal as a library volunteer.

- Eating and drinking is not allowed in public areas.
- Personal phone calls and cell phone calls must be made during breaks in the staff break room.
- Volunteers are subject to the same dress code as paid staff. Jeans, shorts, tank tops, or any other inappropriate clothing may not be worn.
- Volunteers are expected to be courteous at all times. Service shall be prompt and to the best of the volunteer's ability.
- Volunteers are not allowed to sit at public desks or use staff computers. All transactions between volunteers and library users are strictly confidential.

Employment

Any volunteer may apply for a paid position if an opening occurs at the library. The volunteer shall follow the library's employment application process to be considered as a candidate for a position.

Insurance

- Worker's Compensation does not cover library volunteers.
- Volunteers are not covered under the library's vehicle insurance and may not use library vehicles as part of their volunteer assignments.
- Volunteers who use their own cars as part of their volunteer assignments are required to have their own insurance and must sign a waiver releasing the library from liability.

Performance Review

The supervisor will meet with the volunteer regularly to review the job performance. Volunteers who fail to meet the requirements of the assignment or who violate library policies or city, local, state, or federal laws are subject to dismissal from the library volunteer program.

Volunteers serve at will and agree that the library may at any time, for any reason, decide to terminate the volunteer's relationship with the library or to make changes in the nature of the volunteer's assignments.

Tipton County Public Library
Volunteer Program
Adult Volunteer Application

Name _____

Address _____

Phone _____ (home) _____ (work) _____ (cell)

Highest level of education completed _____ Major _____ Degree _____

Languages you speak other than English _____

Current Employment (or most recent if not employed)

Employer _____ Occupation/Title _____

Duties _____

Emergency Contacts

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Availability (check all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						
Any time						

References (please do not list family members)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Have you had previous volunteer experience? Yes No

If yes, where did you volunteer, and what were your duties? _____

What are your hobbies, skills, and interests? _____

What skills or interests would you like to use at the library? _____

Do you have any physical limitations which we need to accommodate? _____

Is there any other information which would help us to place you as a volunteer? _____

Have you ever been convicted of, or pled guilty to, a felony or misdemeanor, other than a minor traffic violation? Yes No If yes, please explain _____

Please sign below that you have read and understand this statement:

I understand that this information may be disclosed to any party with legal and proper interest, and I release the library from any liability for supplying such information. I grant the library permission to obtain information from references which I have provided. I understand that some volunteer positions may require a criminal background check, and I grant permission to the library to obtain this information. I certify that the statements made in this application are true and correct. I understand that misrepresentation of any information may result in termination of my volunteer involvement. I understand that I am volunteering my time and will not be paid for my services as a volunteer, and I expect no compensation. The library is not liable for injuries that may occur while I am on duty as a volunteer.

Signature _____ Date _____

Tipton County Public Library
Volunteer Program
Teen Volunteer Application

This application is for youth ages 14-18 who would like to volunteer at the Tipton County Public Library. **A parent or guardian's signature is required.**

Name _____

Address _____

Phone _____ (home) _____ (cell) Birthdate _____ / _____ / _____

School _____ Grade _____ Grade Average _____

Emergency Contacts

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Availability (check all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						
Any time						

References (Please do not list family members. You may use a teacher, 4-H leader, etc.)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Why do you want to volunteer at the Library? _____

Do you have any previous experience as a volunteer? _____

What activity would you like to pursue as a volunteer at the library? _____

Please sign below that you have read and understand this statement:

I understand that this information may be disclosed to any party with legal and proper interest, and I release the library from any liability for supplying such information. I grant the library permission to obtain information from references which I have provided. I understand that some volunteer positions may require a criminal background check, and I grant permission to the library to obtain this information. I certify that the statements made in this application are true and correct. I understand that misrepresentation of any information may result in termination of my volunteer involvement.

I understand that I am volunteering my time and will not be paid for my services as a volunteer, and I expect no compensation.

The library is not liable for injuries that may occur while I am on duty as a volunteer.

Signature _____ Date _____

My son or daughter has my permission to volunteer at the Tipton County Public Library

Parent/Guardian Signature _____ Date _____

Tipton County Public Library
Volunteer Program
Teen Volunteer Medical Form

Medical Agreement

I, _____, being the parent/legal guardian of _____, hereby give permission for her/him to participate as a volunteer at the Tipton County Public Library. I further give permission for the Tipton County Public Library to obtain necessary emergency medical treatment and/or transportation for said minor in the event of accident, injury, or sudden illness while he/she is on duty as a volunteer at the Library.

Signature _____ Date _____
(parent or guardian)

Teen Volunteer Medical Information

Name _____

Family Physician _____

Physician's Phone Number _____

Please list all known allergies _____

Please list all known medical conditions _____

Date of last tetanus shot _____ Medical Insurance _____

Parent/Guardian Information (please print)

Name _____ Phone _____

Home Address _____

Business Address _____ Work Phone _____

Full name of minor _____

Tipton County Public Library
Volunteer Program
Teen Volunteer Rules of Conduct

1. Follow your assigned schedule, arriving on time for your shift and leaving at the scheduled time. If you are unable to work your scheduled time, you are expected to call your supervisor to report your absence.
2. Make sure that your parent/guardian knows your schedule.
3. When you are working, focus on your duties. There is to be no visiting with friends, talking on the phone or texting, running around, or leaving the building. Stay in your designated area and stay on task.
4. Show respect for all library staff members at all times. You are here to assist staff members, so you are expected to complete your assigned tasks without complaining, arguing, or talking back. Speak to staff members in a polite and respectful manner.
5. Use courtesy and good manners. Do not interrupt staff members' conversations. Do not enter staff offices without permission. If you need to speak with a staff member in his/her office, knock first and wait until you are given permission to enter.
6. You may bring a drink and a snack. Your drink and snack may be eaten on your 15-minute break only and must be eaten in the staff lounge.
7. Do not leave the building during your shift. If you need to leave your designated area, please let your supervisor know.
8. To avoid confusion and mistakes, do not answer questions for our patrons. If asked, please state that you are a volunteer and refer the patron to the Information Desk for assistance.

These rules are necessary to help the library to run smoothly. When you are on duty, you are representing the Tipton County Public Library. Please represent us and yourself in a positive way! Volunteers who cannot follow the rules will be dismissed from the Volunteer Program. Thank you for your cooperation and willingness to help.

Teen Volunteer signature _____ Date _____

Tipton County Public Library
Volunteer Program
Teen Volunteer Dress Code

This policy lists appropriate dress when working as a library representative. The Dress Code must be followed during all hours of volunteer work. Volunteers are expected to comply with all aspects of the Dress Code.

1. All clothing must be clean, neat, and with no holes.
2. Dresses or skirts may be no shorter than 3” above the knee.
3. No tank tops, halter tops, low-cut shirts, or low-cut dresses.
4. No exposed midriffs.
5. No shorts, sweat pants, form-fitting pants, leggings, or Capri pants.
6. All pants must be worn at the appropriate, intended waistline.
7. Jeans may be worn as long as they comply with all other Dress Code guidelines.
8. Shirts that have inappropriate or obscene comments, phrases, or pictures are inappropriate for the professional setting of the library and are not allowed.

Volunteers who do not comply with the Dress Code will be sent home.

If there are any questions about the appropriateness of certain clothing items, please ask your supervisor BEFORE wearing the item to your scheduled volunteer time.

I understand and agree to comply with the Volunteer Dress Code.

Teen Volunteer signature _____ Date _____

Tipton County Public Library
Volunteer Program Log Sheet

Name _____ Date _____

Time in _____ Supervisor's initials _____

Time out _____ Supervisor's initials _____

In the space below, please briefly describe what you did today. List any questions or problems you encountered during the completion of these tasks.

Tipton County Public Library Volunteer Program Task Sheet

Tasks to be completed are listed below. Please start with item one and progress in order through the list. Don't hesitate to ask questions if you need assistance. Thanks for your help!

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____
