

Adams Memorial Library Community Service Volunteer Policy

The library receives numerous requests from people wishing to do community service at the library—far more requests than we can accommodate. Because of this, we must limit opportunities for community service, as outlined below.

We are not required to provide volunteer opportunities. We are also not responsible for meeting deadlines set by your organization to complete service hours.

We reserve the right to reject applicants if we already have enough volunteers, if there is a lack of work that needs to be carried out, or if the applicant fails to meet all requirements outlined below. We are prevented from accepting some volunteers due to certain State and Federal regulations.

We only accept volunteers who meet the following requirements:

- You must be age 12 or older.
- You must provide the name of the organization you are serving. Acceptable examples include: for housing, for school, for organizations such as churches or social groups and for court-ordered punishment.
- If you have been ordered by court, you must provide an official document stating the nature of your offense. The library cannot accept volunteers who have been charged with such offenses as sexual assault, predation, grand theft or violent crimes.

You will need to supply the following BEFORE beginning service hours:

- Valid clearances including 1) Report of criminal history from the Pennsylvania State Police and 2) Child Abuse History Clearance from the Department of Human Services. **This is required for ALL applicants, even minors.**
- If you are a minor, a signed permission slip from your parent or guardian. If you are not a minor, a valid photo ID.
- A completed Adams Memorial Library Community Service Agreement (attached).
- Paperwork from your organization stating the terms of the service (such as number of hours needed and deadline for completion)

While volunteering, you will abide by the following terms:

- The same rules regarding confidentiality, performance and behavior that apply to paid library staff also apply to volunteers. Failure to comply will result in termination of the agreement.
- All sessions must be scheduled in advance. No drop-in sessions are permitted.
- You will be under the supervision of library staff during your entire session. Hours cannot be scheduled unless adequate supervision is available.
- If you cannot come in for your scheduled session, we appreciate notification so that the supervising staff can adjust their own schedules accordingly.
- You will sign in at the start of your shift and sign out at the end of your shift on a time log (supplied by the library or by your organization).
- Library staff must initial your time log after every volunteer session. If not initialed by staff, those hours will not count towards your total.
- When you have finished all your hours, the library will make a copy of your time log and you will take the original with you.

About the work that will be assigned:

- We assign tasks based on the needs of the library, not the needs of the volunteer. As much as possible, we will accommodate your individual ability to work, but you will not otherwise get to choose which tasks are assigned to you. If you are not interested in the tasks available at the time you apply, you should seek volunteer opportunities elsewhere.
- The most common work done by community service volunteers includes cleaning book covers, dusting shelves, straightening books, moving furniture or boxes and occasionally prepping supplies for programs.
- No temporary volunteers will be offered those tasks which are regularly carried out by paid library staff, including reading to children, working the circulation desk or processing new library materials.
- You will be trained on the task by library staff. No tasks will be expected of you until after you have been trained. Training time counts towards your service hours total.
- You may listen to music with headphones but phone calls or texting during service hours must be kept to a minimum. Abuse of this privilege will result in termination of the agreement.

Board approved February 19, 2020