

# Lambertville Free Public Library Volunteer Policy

The Lambertville Free Public Library welcomes volunteers. Volunteer opportunities offer a way to contribute to the community and learn more about the library, while helping the library expand and enrich its services. Library staff and volunteers work together to achieve the goals and mission of the Library.

Volunteers may support the work of library staff and/or be assigned to work on special projects. Volunteers are accepted based on their qualifications in relation to the needs of the library and on their ability to commit to a consistent schedule of volunteer hours. The library does not provide any medical, health, accident, or worker's compensation benefits for any volunteer.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must have parental approval and cannot work more than five hours per day. Generally, the library will not accept volunteers under the age of 13. Youth volunteers may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process, including a background check.

Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

Individuals interested in volunteering at the library must fill out an application and a waiver form. Candidates will be accepted based on the library's project and programmatic needs matched with the candidates' qualifications to meet those needs. The library may not accept every volunteer application. Because volunteers are likely to be in the presence of unaccompanied children during their time in the library, all volunteers over the age of 18 must complete a background check before beginning an assignment.

# Lambertville Free Public Library Volunteer Application

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Numbers:

Mobile \_\_\_\_\_

Home \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Are you currently

Employed full time \_\_\_\_    Employed part time \_\_\_\_    Retired/not working \_\_\_\_    A student \_\_\_\_

What days/times are you available to volunteer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred area to volunteer?

Shelving \_\_\_\_\_

Grounds \_\_\_\_\_

Clerical \_\_\_\_\_

Technology/Website \_\_\_\_\_

Programming \_\_\_\_\_

Put me where you need me \_\_\_\_\_

Other \_\_\_\_\_

Please list any special skills, training, degrees, languages spoken, work experience, or interests that may contribute to your volunteer efforts:

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As a volunteer, I agree to regard my assignment as a serious commitment, and to abide by the policies of the Lambertville Free Public Library.

Volunteer signature: \_\_\_\_\_

Are you over 18?    Y    N

Permission from a parent or guardian for volunteers under 18 years of age:

Parent/guardian name: \_\_\_\_\_

My child, \_\_\_\_\_, age \_\_\_\_\_, has my permission to volunteer at the Lambertville Free Public Library.

Parent/guardian signature: \_\_\_\_\_

*REVIEWED and APPROVED: Board of Trustees on October 12, 2021*