

Mulberry Public Library  
Teen Volunteer Application

Date: \_\_\_\_\_

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

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

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade \_\_\_\_\_

How many volunteer hours do you need: \_\_\_\_\_

Do you have volunteer Experience: \_\_\_\_\_

If yes: where, for how long, and what did you do: \_\_\_\_\_

What is your favorite book you've read in the past year: \_\_\_\_\_

Why do you think you would be a good volunteer: \_\_\_\_\_

What skills do you have: \_\_\_\_\_

What duties interest you (check all that apply).

- |  |                              |
|--|------------------------------|
| Shelving _____                           | Processing Materials _____   |
| Volunteer for Lego Club _____            | Internet Assistance _____    |
| Volunteer for Crafternoon _____          | Homework Assistance _____    |
| Preparing Crafts _____                   | Volunteer for tutoring _____ |
| Volunteering during special events _____ |                              |

Availability (circle): Monday Tuesday Wednesday Thursday Friday Saturday

Times (Morning Afternoon, specific hour range): \_\_\_\_\_

Physical limitations: \_\_\_\_\_

Emergency Contact (name and number): \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

# Mulberry Public Library Volunteer Procedures

## The Benefits of volunteering for the Library

- Learn more about library services
- Expand your knowledge and skill
- Contribute to your community
- The knowledge that you are enabling staff to provide improved library services

## Library Mission Statement

It is the mission of the Mulberry Library to provide informational, educational, and recreational services to meet the needs of the greater Mulberry community.

## Purpose of Volunteer Procedures

The purpose of these procedures is to provide overall guidance and direction to staff and volunteers engaged in volunteer activities and management efforts. These policies are intended for internal management guidance only, and do not constitute, implicitly or explicitly, a binding contractual or personnel agreement. The Library reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

## Volunteer Services Purpose Statement

Volunteers are recognized as contributors to the accomplishment of the mission of the Mulberry Library. The volunteer program supplements the efforts of paid library staff to provide quality library service. Volunteer services aid the library in making the best use of its resources. Volunteers are liaisons to the community and by their contribution are advocates of quality library service.

## Definition of 'Volunteer'

- A volunteer is a person who performs tasks for the Mulberry Library without wages, benefits, or compensation (including travel expenses) of any kind.
- Volunteers do not replace paid staff, but enhance and extend their services, and are not considered employees of the Library.

## Recruitment

Volunteers will be sought through various sources. Because we rely upon our volunteers to help provide service, it is essential that a volunteer make a real commitment to the Library.

## Becoming a Volunteer

A volunteer application and interview must be completed before anyone can serve as a volunteer at the library. The applicant will be asked to sign injury and background check release forms and the confidentiality statement included in these policies before acceptance as a volunteer. Volunteers are recruited and accepted based on their skills and abilities and the needs of the Library at any given time. Mulberry Library does not guarantee that all volunteer applications will be accepted. While we appreciate every person who wishes to volunteer at the Library opportunities for voluntary work is limited.

### **Teen Volunteers**

The minimum age for volunteering is 16 years old. Exceptions to the age requirement are at the discretion of the Library Director. Volunteers under the age of 18 shall require a parent or guardian's signature on the application and a release, releasing the City of Mulberry, Mulberry Library, its employees, directors, board members or volunteers from any injury or damage suffered by the minor volunteer.

### **Back Ground Check**

In order to ensure the safety of our users and our volunteers, it may be necessary at times to do a background check for certain positions. Each volunteer is asked to sign a release allowing us to do so if deemed necessary.

### **Court Ordered Community Service**

The Mulberry library does not accept individuals on court ordered community service for volunteer activities.

### **Non-Discrimination**

It is the policy of the Library to maintain a working environment free from all forms of discrimination or harassment, including that based on race, gender, color, ancestry, national origin, ethnicity, age, religion, or sexual orientation.

### **Service at the Discretion of the Library**

The library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time and for any reason terminate the relationship.

### **Insurance**

Neither the City of Mulberry nor the Mulberry Library will provide any medical, health, accident or worker's compensation benefits for any injuries sustained while functioning as a volunteer.

### **Attendance**

Volunteers are expected to arrive at the library in time to begin volunteer activities as scheduled and to inform the library if they will be absent. Volunteers are expected to sign in and out on the volunteer hours record log.

### **Appearance**

During working hours, volunteers are expected to present a neat and clean appearance. Our volunteer program has no formal dress code, but we encourage volunteers to take your lead from the staff and dress appropriately for the scheduled duties and tasks.

### **Telephone and Equipment Use**

Volunteers may be contacted at the library for important matters that cannot wait. Outgoing calls if necessary should be brief and make from breakroom. Long distance calls are NOT allowed. Library owned equipment and supplies are for Library use only and may not be used for personal business.

**Diversity**

The Library serves a diverse group of communities. Discriminatory or racist comments, jokes, behavior or incidents will not be tolerated.

**Customer Service**

Volunteers will come into contact with library patrons. It is important that volunteers maintain a professional, friendly demeanor at all times. Volunteers are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies, and procedures.

**Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to this library, its staff, and its patrons. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and remain loyal to the goals and procedures of the library.

**Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all privileged information which they may be exposed to while serving as a volunteer whether this information involves single members or of staff, volunteers, patrons, or other persons, or involves the overall business of the Library. This includes information about what materials a patron looked at, asked for, requested or checked out. Misusing, falsifying, or tampering with any patron record is prohibited. Violation of these library policies may result in immediate dismissal and/or other corrective action.

**Volunteers are to receive a copy of the Volunteer policy upon commencement of assignment.**

I \_\_\_\_\_ have read and understand the policies of the Mulberry Library and by my signature agree to abide by all policies and practices of the Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Teen Volunteer

### Signature, Certification, Release of Information, and Release of Liability

I certify that the information in this application is true and complete. I understand that false statements, misrepresentation or omissions of information in this application may result in rejection of this application. The Mulberry Library and the City of Mulberry is authorized to investigate all statements contained in this application. I consent to the release of information about my ability and fitness for volunteer assignment by employers, schools, law enforcement agencies, and other individuals and organizations.

In the event that I am selected to become a volunteer for the Mulberry Library, I agree to comply with all of its rules, regulations, policies and procedures. I fully understand and agree to provide my services as a volunteer in a voluntary capacity and that I will not receive any compensation or benefits for services provided.

I understand that I am NOT insured by the City of Mulberry Worker's Compensation insurance and NOT covered by any Accident Medical Insurance Policy while I am a volunteer with the Mulberry Library. I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel.

I hereby release the City of Mulberry, Mulberry Library, its officers, employees, and agents from any claims, damages, cost or expense including attorney fees and liability, including claims of personal injury and full permission to use any photographs, videotapes, recording or any other record of this program for any purpose.

**By signing below I agree that I understand and consent to the above statement:**

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

**If Volunteer is under 18, Signature of Parent/Guardian**

X \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Signature**