

<b>Title</b>	Volunteer
<b>Prepared by and date</b>	Gina Leone, Tory Konecny: April-August 2019
<b>Date Approved</b>	9/9/19
<b>yyyy Amendment Prepared by:</b>	
<b>yyyy Amendment Approved:</b>	

**PURPOSE:** To establish guidelines for volunteers of Scott Township Public Library (STPL). The policy is to be reviewed with applicants and then signed during the training process.

**STATEMENT OF POLICY:**

- STPL volunteers are required to complete an application and emergency contact form
- STPL volunteers must be 13 years of age or older
- STPL volunteers under the age of 18 must be accompanied by library staff and/or caregiver during volunteer hours
- STPL volunteers will go through a training process. In order to be trained, STPL volunteers must commit to a minimum of 20 volunteer hours within a one year period
- STPL volunteers must follow through with volunteer job commitments; if volunteer will be late or unable to work a scheduled shift, they must notify STPL’s Volunteer Coordinator and/or staff as soon as possible
- STPL volunteers must follow proper procedures, adhering to all library policies, rules, regulations, and standards; STPL volunteers must treat patrons, staff, and fellow volunteers respectfully at all times
- STPL volunteers responsible for shelving and paging list duties must sign-up on the monthly calendar, at the circulation desk, and/or discuss shift with STPL’s Volunteer Coordinator
- STPL volunteers must complete a time sheet after each shift. This ensures an accurate record of hours served that is reported annually in the Pennsylvania State Report
- STPL volunteers must keep all communications with or concerning patrons, staff, and other volunteers strictly confidential; volunteers should refer all patron questions to STPL staff
- STPL volunteers are not permitted to use the staff computers at the circulation desk; STPL volunteers are not be permitted in STAFF ONLY areas (there are exceptions to this policy and only when volunteer is accompanied by library staff)
- STPL volunteers should have the physical ability to bend, reach, lift (25+ lbs.), and stand for periods of time; volunteer duties may also require frequent walking, sitting, stooping, crouching, and kneeling (there are exceptions to this policy, and each applicant is assessed on a case by case basis)
- STPL volunteers may be requested to complete the following: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and FBI fingerprint based background check

Please note:

*\*The type of volunteer assistance needed will vary depending on a variety of factors, such as time of year and number of volunteers currently participating. Volunteer tasks will be assigned based on the type of assistance needed at the time and at the discretion of the Volunteer Coordinator. \*\*The Volunteer Coordinator, Director, and/or STPL Staff reserve the right to decline and/or dismiss a volunteer applicant or active volunteer at any time.*

Print Volunteer Name: \_\_\_\_\_

Print Parent/Guardian Name (if volunteer is under age 18): \_\_\_\_\_

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

Parent/Guardian Signature (if volunteer is under age 18):  
 \_\_\_\_\_ Date: \_\_\_\_\_