

## **Volunteer Policy**

The Amherst County Public Library uses volunteers to expand and enhance public service to the community. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and completing tasks that would otherwise linger. They also become strong advocates for the library. They do not replace paid staff.

Volunteers are selected based on their skills and interests in relation to the needs of the library. Volunteers must be at least 14 years of age. They will receive training on the tasks they are asked to do by the library staff who will supervise their work. Volunteers represent the library while they are volunteering and are responsible for presenting a positive image to the public. They should dress appropriately for the task they are completing and be identified as a volunteer by wearing a volunteer badge provided by the library. They will be asked to act in accordance with library policies. The volunteer relationship can be terminated at any time by either party.

Prospective volunteers are required to fill out an application and will be interviewed by staff to best match their skills to current needs. The process includes a reference check and may include a background/police check. If there are no suitable opportunities, applications will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests.

### **Attachments:**

- Volunteer Application

**Amherst County Public Library  
Volunteer Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Birthday \_\_\_\_\_

E-mail \_\_\_\_\_

Do you currently have an Amherst County Public Library Card? \_\_\_\_\_ yes \_\_\_\_\_ no

**Check the branch at which you prefer to work:**

\_\_\_\_\_ Amherst    \_\_\_\_\_ Madison Heights    \_\_\_\_\_ Either Location

Are you interested in working as a delivery volunteer for the Homebound Program? \_\_\_\_\_ yes \_\_\_\_\_ no

**When are you interested in volunteering? (check all that apply)**

- Mornings
- Afternoons
- Flexible hours (different hours from week to week)
- Regularly scheduled hours each week (i.e. Tuesday afternoons 2 to 4)
- Called only for special needs

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Are you age 18 or older?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever been convicted of a crime?<br>(Other than a minor traffic offense that resulted in a fine.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a valid driver's license?   | <input type="checkbox"/> | <input type="checkbox"/> |

List skills/interests you possess that would be helpful to the library: \_\_\_\_\_

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

Describe any current/previous volunteer experience: \_\_\_\_\_

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

List Three Personal References and Their Phone Numbers:

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

