



The world is at your library

HUMBOLDT PUBLIC LIBRARY

College/Adult Volunteer Program

18 and up.

Requirements and Expectations

The Humboldt Public Library welcomes volunteers, whether to fulfill requirements for a class, club or scholarship, or just for the experience of working in a library. To be eligible, volunteers must submit an application and references (as outlined in application), attend a scheduled training/orientation, and set up a schedule for completion of hours with volunteer coordinator. Adult volunteers must also consent to a background check, as they will be around children.

Total number of hours available to volunteer will depend upon the library's needs, which vary by season. Greatest need for volunteers is during the summer months.

Volunteers are held to the same level of professionalism as our staff, and are expected to abide by our code of conduct while volunteering:

- Follow instructions as given with a good attitude.
- Show up on time
- Dress appropriately in a manner consistent with library guidelines for staff. (If you have questions, ask the coordinator)
- Refrain from cellphone use while completing hours.(Unless in case of emergency)
- Limit personal conversation.
- Follow general library rules of behavior.
- Communicate with coordinator about schedule, inability to make a volunteer time or conflict. (either by email - Sarah@humboldtpublic.org, phone (731)-784-2383 or text to (731)-337-5569 (Google Voice number)
- Report any concerns or problems to a library staff member immediately.

Inability to follow this code of conduct will result in volunteer agreement being terminated.

I have read and understand the code of conduct (volunteer initial and date)_____

Volunteers are expected for be responsible for recording service hours:

The library will provide sign in sheets in a volunteer notebook kept at either the front desk or the children's librarian's desk. Volunteers are expected to sign in and out at beginning and end of their assigned time, and will not be reminded to do so. If they forget to record the hours the coordinator will not be able to report them.

The library will provide a written report of volunteer hours if needed for documentation, and in select cases will provide a letter of recommendation if deemed merited by volunteer's work habits.



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Volunteers are expected to set up a schedule for completing hours and abide by that schedule:

The Library cannot guarantee service hours. We will do our best to meet your needs, but our first priority is to support the mission of the Library. We are not always able to accommodate individuals with a large number of hours or a short timeframe in which to complete their required hours. Volunteers seeking hours towards TNachieves or other scholarship should submit application and attend training at least a full month before the hours are due to allow the library to work you into our volunteer schedule.

Volunteers may volunteer for a minimum of 1 hour per volunteer shift, up to and not exceeding 6 hours in a day. If volunteer is not able to make the schedule as agreed to with the volunteer coordinator, it is their responsibility to contact coordinator and let them know.

Examples of assigned duties for Volunteers:

- Basic shelving and shelf reading
- Light cleaning
- Set-up and Take-down of programs
- Craft prep and help
- Summer Reading registration and event check-in
- Other summer reading program help e.g. checking reading logs, giving prizes etc.
- Summer Reading water party help e.g. running snacks, supervising water slides and games.
- After-school program assistance
- Other special tasks as skills observed and assigned

I am interested in: (Check all that apply)

Shelving/Shelf-reading Assisting with after-school programs Helping with Summer Reading (June and July) Special Events I have a special skill that I would like to offer a program on _____

Availability and Hours of Service needed: (for coordinator to make up schedule)

I Need _____ hours of service by (date) _____. I would like to get _____ hours of service at the library.

Days I am available: Mon. Tues. Wed. Thur. Fri.

Times I am available:



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Application

Name:

Address:

Contact #:

Emergency Contact Name and #:

Email: (optional, but useful)

Preferred method of communication: (circle one) Text Phone call Email

I consent to a background check: (provide SSN) _____ Date of Birth _____

(the Humboldt Library takes the privacy of it's volunteers seriously and will not disclose this or other sensitive information to anyone other than the Humboldt Police Department for purposes other than this background check.)

Have you been convicted of a felony within the past 7 years? (circle one) Yes No

(note: applicants need not disclose information pertaining to sealed or expunged conviction records)

If yes, please give date: nature and place of convictions _____

Reference # 1

Name:

Contact Info:

Reference # 2

Name:

Contact Info:

I have read and understand the requirements, duties and code of conduct of Volunteers at the Humboldt Public Library and have filled out this application in full and will attend a training before I can start volunteering.

I understand that the Library will do it's best to work with me on setting up a schedule to complete my hours but that they cannot guarantee me my hours.

I will communicate with the volunteer coordinator about my schedule and if I am unable to make any pre-scheduled volunteer shifts.

signed

Volunteer _____ Volunteer Coordinator _____

Date _____