



EAST ORANGE PUBLIC LIBRARY SYSTEM **VOLUNTEER PROGRAM POLICY**

VOLUNTEER PROGRAM POLICY

The East Orange Public Library Volunteer Program seeks to assist the Library staff in providing quality library service. Volunteers raise the visibility of the Library in the community by helping to create an awareness and understanding of the Library and its services. Volunteer assistance helps to provide new services and expand present ones.

Volunteers supplement the Library staff, and will not replace staff members.

Volunteers perform varied duties as specified in individual job descriptions developed by Library supervisors.

The East Orange Public Library Volunteer Program is open to persons 16 years of age or older. Persons between the ages of 12 and 16 may volunteer for a limited time, such as 6 months for the summer and for only a specific number of hours per week, as required by their school or other organization, subject to Library approval. Signed parental permission is required for all persons under 18 years of age.

Anyone wishing to volunteer must sign the Waiver Statement included in the Volunteer Application.

The Volunteer Coordinator is responsible for coordinating the program. This staff member will interview potential volunteers and provide a brief orientation about the Library and its Volunteer Program. Once a volunteer has been assigned to a particular work area, his/her training becomes the responsibility of that department's supervisor. Periodic evaluations will monitor the progress of both the volunteer and the Program.

The Library attempts to place all those interested in volunteering, however, the Library is unable to guarantee placement in the Volunteer Program.

As with paid employees, there are times when volunteers must be dismissed. Possible reasons for dismissal include undependability, absenteeism, inability to perform assigned tasks and assuming duties not assigned by a supervisor.

The Library and its staff members appreciate that volunteers are giving their own time and effort to assist the East Orange Public Library.

The Volunteer Program operates under the auspices of the East Orange Public Library of Trustees and the Library Director.



EAST ORANGE PUBLIC LIBRARY VOLUNTEER APPLICATION

The following information will assist us in making the most appropriate volunteer placement. An interview will be arranged after the completed application is returned. Thank you for your interest in volunteering.

NAME: _____ DATE: _____

ADDRESS: _____
(Street) (City) (State) (Zip Code)

DATE OF BIRTH: _____ SCHOOL (If applicable): _____

PHONE # (day): _____ (evening): _____

WORK OR VOLUNTEER EXPERIENCE: _____

SPECIAL INTERESTS/HOBBIES: _____

AVAILABILITY

TIME: MORNING AFTERNOON EVENING

DAYS: MON TUE WED THURS FRI SAT SUN

REGULARLY EACH WEEK FOR _____ HOURS.

SEASONAL (ex. Summer programs, tax season)

WORK ON SPECIAL OCCASIONAL PROJECTS (ex. Book sales)

LIBRARY INTERESTS

Indicate which areas of library work interest you:

Buildings and Grounds

Shelving / Shelf-reading

Clerical

Youth Services

Creative (ex. Decorations, posters, fliers)

Other (please state) _____

Indexing / Upgrading files

Programming (Children's or Adult)



SOME LIBRARY WORK INVOLVES PHYSICAL EXERTION, STANDING OR CLOSE VISUAL WORK. LIST ANY PHYSICAL LIMITATIONS THAT MIGHT AFFECT YOUR VOLUNTEER PLACEMENT.

REFERENCE:

NAME: _____ PHONE #: _____

RELATIONSHIP: _____

WHY ARE YOU INTERESTED IN VOLUNTEERING AT THE LIBRARY? _____

I hereby agree to not make any claim or demand or to institute, press or in any way aid any claim demand action or causes of action or legal proceeding of whatever nature against the East Orange Public Library or East Orange Public Library Board of Trustees for, on account of, or in any way growing out of any and all injury I may suffer while rendering volunteer services to the Library or resulting from my performance of volunteer services to the Library that are not caused by or the result of the negligence of the Library, Library staff or other city employee.

SIGNATURE: _____

IF YOU ARE UNDER 18 YEARS OF AGE,
PLEASE COMPLETE THE FOLLOWING:

SCHOOL: _____ GRADE: _____

PARENT NAME (Please Print): _____

ADDRESS: _____

PHONE # (day) _____

I give permission for my child _____ to serve as volunteer for the East Orange Public Library system.

Parent / Guardian's signature: _____

The East Orange Public Library Volunteer Program is open to persons 16 years of age or older. Persons between the ages of 12 and 16 may volunteer for a limited time, such as 6 months, for the summer and only for a specific number of hours, as required by their school or other organization, subject to Library approval. Signed parental permission is required for all persons under 18 years of age.

THANK YOU FOR COMPLETING THIS FORM. THE LIBRARY AND ITS STAFF ARE PLEASED TO HAVE PEOPLE WILLING TO VOLUNTEER TO ASSIST THE LIBRARY AND ITS CUSTOMERS.