

Volunteer Information Policy and Agreement

1. It shall be the policy of the Midland Park Memorial Library to utilize the services of volunteers in any areas where they can assist the library in meeting its objectives of public service. Volunteers shall be utilized to supplement the duties and activities of paid staff and are not considered a replacement for paid staff.
2. Volunteers will be at least 12 years of age (7th grade and up), unless otherwise approved by the librarian, and will complete the Volunteer Agreement below to be reviewed by the librarian.
3. After review of the information the volunteer will be contacted concerning serving at the library. The librarian reserves the right to accept, deny, change or terminate the position of a volunteer with the understanding that such a decision is in keeping with the established guidelines concerning personnel and practice set out in this manual.
4. The schedule of volunteer work hours of any volunteer at the library is dependent upon the availability of supervisors. The number of volunteers accepted is based on the amount of work and supervisory time allocated and needed.
5. Volunteers should notify the Library within 24 hours if they know that they will be late or absent. Failure to give such notice will result in loss of volunteer hours. You can reach the Library at (201)444-2390.
6. It is the responsibility of the volunteer to fulfill their assigned hours. Staff members will not call to remind them.
7. Volunteers must sign in and sign out of the volunteer folder.
8. Volunteers may not have access to public records.
9. Volunteers are ambassadors for the library and must present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If, in the sole discretion of a supervisor or the Library Director, a volunteer is dressed in an inappropriate manner, they may not be permitted to work their shift.
10. Volunteers are a valuable resource for any public service organization. While the donation of their time and talents is greatly appreciated, each volunteer must recognize there is an obligation to provide service within the guidelines and policies of the Midland Park Memorial Library as outlined in the Library Policy Manual.
11. Volunteers are responsible for updating their own personal data, such as change of address or telephone number, etc., with the Children's Librarian.
12. To end a volunteer commitment, please notify the supervisor of that decision and the effective date, either verbally or in writing.

Volunteer Agreement

I have read, understand, and agree to abide by the terms listed above.

Print Name _____

Volunteer Signature _____ Date _____

Address _____

School _____ Grade _____

Home Phone # _____ Cell Phone # _____

Email Address _____

Parent Signature required (if volunteer is under 18 years old) _____

Emergency Contact: _____ Phone # _____

Do you have any medical issues we should be aware of, for example, allergies? _____

Library Staff Initials _____ Date Received _____ Revised Date: January 19, 2017