

Mulvane Public Library

Volunteer Policy

Board Amended December 9th, 2019

A volunteer shall be any individual who assists with work done at the Mulvane Public Library. The Library shall utilize volunteers to supplement, but not replace the work done by staff. The Library recognizes the need for volunteers in order to offer quality services to the community.

A. Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers will not be utilized to fill paid staff positions. Please note that volunteers will not have access to the Integrated Library System and patron records.

The Library accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is completely voluntary, involves work outside the employee's normal duties, and is provided outside of the employee's normal working hours.

Volunteers must be at least 14 years of age. All volunteers under the age of 18 must have a parent or guardian sign the application form as well.

Exceptions to the age requirement may be allowed if the youth is accompanied by a parent or guardian at all times. Approval from the Director or Assistant Director must be given.

Prospective volunteers are required to complete a Volunteer Application Form. A staff member will review the application and schedule a brief interview if the application meets all of the requirements.

If the volunteer does not fit the requirements or there is not a need for their services at the time of the application, the Library will still contact the potential volunteer to acknowledge their request.

The Library has the right to perform background checks on volunteers or applicants over the age of 18. Applicants with a criminal history will only be accepted if the Library Director determines that the placement of that applicant will not jeopardize the safety of patrons and staff, or the integrity of the Library's collections.

B. Volunteer Duties

The following tasks may be assigned to volunteers, but it is subject to change:

- Collection maintenance: straightening, shelf reading, shifting books, cleaning shelves and books, and weeding
- Cutting, pasting, and preparing for programming or displays
- Photocopying, collating, folding, stapling, data entry, and distributing fliers
- Assisting with events
- Facility improvements: painting, rearranging of furniture and shelves, planting, and gardening
- Participating in the Friends of the Library and sponsored events
- Special projects as assigned
- Physical Requirements: Volunteer duties may require standing, lifting, bending, reaching, etc.

C. Volunteer Guidelines

Volunteers must track their time as instructed.

Volunteers should always wear a "Volunteer" tag while on duty.

Volunteers are expected to report to work at the agreed upon and scheduled time.

Volunteers should notify the Library as soon as possible if they will be late or absent.

Volunteers must maintain a professional, friendly demeanor at all times.

All patron questions, other than directional, are to be referred to a staff member who is trained to provide informational services for patrons.

By law, all patron information is confidential and volunteers should not reveal any personal information to anyone.

Volunteers must notify the Library of any injury, whether minor or serious.

Volunteers should notify a staff member if any assignment is causing you physical discomfort or could lead to personal injury.

Volunteers may be subject to review and evaluation, correction, and possibly termination in the best interest of the Library. To end a volunteer commitment, volunteers should notify their supervisor of that decision and the effective date.

D. Friends of the Library

The Friends of the Library is a volunteer organization established as a 501 (c) (3). The Friends Board is responsible for Friends volunteers. Volunteers interested in service with the Friends Group will be directed to a member of this Board for more information.

E. Court Ordered Community Service

The Library may accept volunteers requiring court ordered community service at the discretion of the Library Director or Assistant Director. These volunteers are subject to the requirements of this policy.

Board Approved July 11th, 2016.

Mulvane Public Library
Volunteer Application

408 N. 2nd Ave, Mulvane, KS 67110
 316-777-1211

*Please read the Mulvane Public Library's Volunteer Policy before submitting your application to the library.

Application Date: _____

Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Date of Birth: (Must be 14 years of age to volunteer) _____

School and Grade: (If applicable) _____

If a school requirement, how many hours do you need? _____ Date Due: _____

Availability Windows: (Include time windows each day when the Library is open, example 1-4pm)

Monday: ____ Tuesday: ____ Wednesday: ____ Thursday: ____ Friday: ____ Saturday: ____

*"Availability Windows" does NOT mean that you are expected to work the entire bracket of time. Additionally, the Library will not schedule youth for more than 2 hrs at a time.

Volunteer Interests: (Please check all areas of interest)

- ☐ Shelving, Sorting, and Shelf Reading (Making sure books are in order)
- ☐ Program Assistance
- ☐ Craft Preparation
- ☐ General Maintenance
- ☐ Summer Reading Program
- ☐ Clerical
- ☐ Special Projects
- ☐ Distributing Fliers
- ☐ Friends of the Library Fundraising

Why do you want to volunteer at the Mulvane Public Library? What do you hope to gain from this experience?

References: (No relatives)

1. Name: _____ Phone: _____
 Email: _____ How do you know this person? _____

2. Name: _____ Phone: _____
 Email: _____ How do you know this person? _____

Emergency Information:

In case of an emergency, contact: (Name, phone, and relationship to volunteer)

I understand that this is an application for, and not a commitment to or promise of, a volunteer opportunity. I certify that all information provided is true, correct, and complete to the best of my knowledge. I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. If 18 years of age or older, I understand that the Mulvane Public Library may verify information contained on my application in a background check. I also understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer. I authorize investigation and/or verification of all statements contained in this application and release all parties contacted from any and all liability resulting from information provided.

Signature of Applicant: _____ Date: _____

If you are under 18, please have a parent or guardian sign below as well:

I, (print and sign) _____,
 give permission to my (relationship to volunteer) _____
 to volunteer at the Mulvane Public Library.