

## Ida Public Library Volunteer Application

### Contact Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

### Availability

During which hours are you available for volunteer assignments?

Weekday Mornings

Saturday Mornings

Weekday Afternoons

Saturday Afternoons

Weekday Evenings

### Interests

Tell us in which areas you are interested in volunteering:

Disc Cleaning

Shelf Maintenance

Item Finding

Grounds and Garden

Local History

Youth Services

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities including hobbies or sports.

### Person to Notify in Case of Emergency

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Ida Public Library Volunteer Policy

The mission of the Ida Public Library Volunteer Program is to encourage and expand the involvement of our community within the library.

Those interested in volunteering at the Ida Public Library must complete and submit a Volunteer Application. The application will be reviewed and processed in a timely fashion. The Assistant Director will then contact the applicant to schedule them for orientation. Listed below are the guidelines and policies for volunteering at Ida Public Library:

- The minimum age to volunteer is 16.
- Written parent/guardian permission is required for volunteers under the age of 18.
- Library staff has the right to terminate any volunteer if the situation merits.
- Library staff will provide letters of reference if requested within a 2 day notice.
- The Library will not accept Court Mandated Community Service hours.

### Tasks That May Be Performed:

- Shelving\*
- Shelf-reading \*
- Assisting staff with projects
- Light cleaning
- Grounds keeping and community garden tasks

\*Shelving and shelf reading duties may only be completed after passing the Shelving Test. Please inform the Assistant Director if you do not wish to take the Shelving Test.

The Volunteer Log is kept at the Adult Services Circulation Desk. All volunteers are responsible for signing in and out of their shifts at the circulation desk. A library staff member will sign your entry at the end of each shift.

The community image of the Library is projected by the apparel and appearance of staff and volunteers. Therefore, it is important that volunteers be well-groomed and dressed appropriately. No ripped or torn clothing or clothing with profanity or inappropriate images will be permitted.

Volunteers often come into contact with library patrons, and it is important that volunteers maintain a professional, friendly demeanor at all times. Please refer patrons to staff members for library related questions.

It is requested that cell phones remain on vibrate or silent. Personal calls should be taken outside of the Library.

Volunteers who are interested in paid employment with the Library must apply and compete with all other applicants.

To end a volunteer commitment, please notify the Assistant Director.

### Agreement and Signature

**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.**

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_  
(Parent/guardian signature required if under 18 years of age)

Date \_\_\_\_\_