

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:

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: _____

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 _____

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. Administration 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 13.
- Written parent/guardian permission is required for volunteers under the age of 18.
- Volunteers under age 16 are limited to 2 hours per day/10 hours per week.
- Volunteers under age 16 cannot remain in the library for long periods of time after their shift is completed. Siblings, other relatives or friends cannot remain with the volunteer during their shift.
- Library staff has the right to terminate any volunteer if the situation merits.
- Library staff will provide letters of reference if requested with a 2-day notice.
- The Library will only accept Court Mandated Community Service hours if approved by the local probation office.

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 be performed after passing the Shelving Test. Please inform administration 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. Sandals/flip flops/backless shoes pose a safety hazard and are not allowed.
 - Volunteers often have 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 or in the break room.
 - 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 administration.