



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884
732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

Volunteer Policy

Purpose: The Spotswood Public Library encourages volunteers to supplement the efforts of paid library staff to provide quality library collections, services and programs; serve as a method for area residents to become familiar with the library; to support library fundraising activities and create opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is a person who performs tasks for the Spotswood Public Library without wages, benefits or compensation of any kind. Examples include members of Boards, such as the Board of Trustees, and Friends of the Spotswood Public Library. There are also service volunteers who do work for the Library and function in ways similar to staff.
2. Volunteers must have a library card at the Spotswood Library or another LMxAC Library and their account must be in good standing.
3. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.
4. Nothing in this policy creates a contract between the volunteer or intern and the library or the Borough of Spotswood. Both the volunteer and the library can terminate their association at any time, for any reason, without any cause being stated.
5. Neither the Borough of Spotswood nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.
6. Volunteers who work on a regular basis will fill out volunteer information registration forms which will be kept on file in Library Administration. Volunteers under the age of 18 must have the consent of a parent or legal guardian. Generally, the Library will not accept volunteers under the age of 14. Volunteers under the age of 18 may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process, including a background check. Library staffing will not be increased to allow for direct supervision of a volunteer under the age of 18; it will be at the Library Director's discretion to determine whether normal staffing will allow for adequate supervision or if an adult volunteer will be needed to supervise. If an adult volunteer is needed, it will be the responsibility of the volunteer under the age of 18 to find an adult willing to supervise him or her.
7. Prior to volunteering, applicants must complete an application for volunteer work. A background check is required before any candidate can begin volunteering. The National Sex Abuse Registry will be checked for all applicants. The Library has the absolute right to decline anyone as a volunteer without cause or statement of reason.

8. The background check process will not be required for service organization who volunteer as a group and are supervised by an organization's staff person or representative and/or for which the volunteer activity is a single event.
9. All work performed by volunteers is to be supervised by library staff. The schedule of volunteer work hours at the library is dependent upon the availability of staff to supervise. The number of volunteers accepted is based upon the amount of work and supervisory time allocated and needed.
10. Volunteers must arrive when scheduled or call the Library if they will be absent. Volunteers must follow all library policies and procedures, especially those relating to confidentiality of library records. Failure to maintain confidentiality will result in immediate termination of the volunteer. Volunteers must sign in and out in the Library's volunteer notebook anytime they volunteer at the Library.
11. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director.
12. Volunteer status is solely at the discretion of the Spotswood Public Library.

I have read and understand the Spotswood Public Library's Volunteer Policy.

Signature: _____ Date: _____

This policy was reviewed and approved by The Spotswood Library Board of Trustees at a special meeting on October 30, 2014.



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Volunteer Application

(All volunteers are required to successfully complete a background check prior to being allowed to volunteer.)

Name: _____

Address: _____ Date of Birth: _____

City: _____ County: _____ Zip code: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Emergency Contact Name: _____ Contact Phone: _____

Highest Level of Education Completed: _____

Have you ever been convicted of a felony? Yes or No If yes, attach details including date, place, charge, and disposition.

Is this volunteer service court-ordered? Yes or No If yes, please explain.

What date are you available to start? _____

How many hours per week can you volunteer? _____

What days (circle) and times (indicate in second column) are you available to volunteer?

Monday (10 am to 7:30 pm)	
Tuesday (10 am to 5:30 pm)	
Wednesday (10 am to 7:30 pm)	
Thursday (10 am to 7:30 pm)	
Friday (10 am to 5:30 pm)	
Saturday (10 am to 2 pm)	

Please list any special skills (languages, computer qualifications, etc.) or experience that you would like to offer:

I certify that the information set forth in this application is true and complete to the best of my knowledge.

Date: _____ Signature: _____

Date: _____ Parent/Guardian Signature if Under 18: _____

Return application, along with a copy of your driver's license or other government issued ID to:

Spotswood Public Library
Attn: C. L. Quillen
548 Main Street
Spotswood, NJ 08884