

## SPOTSWOOD PUBLIC LIBRARY

548 Main Street, Spotswood, NJ 08884

732-251-1515

[www.spotslibrary.org](http://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.

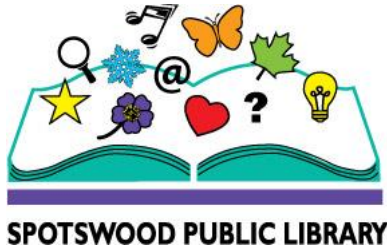
1. A volunteer is a person who performs tasks for the Spotswood Public Library without wages, benefits or compensation of any kind. Examples include members of Boards, such as the Board of Trustees, and Friends of the Spotswood Public Library. There are also service volunteers who do work for the Library and function in ways similar to staff.
2. Volunteers must have a library card and their account must be in good standing. Spotswood residents will be given priority when selecting volunteers.
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 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 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. 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. 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. 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.
9. 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.
10. 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.
11. 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. Revised by the Spotswood Library Board of Trustees on August 17, 2017.***



## SPOTSWOOD PUBLIC LIBRARY

548 Main Street, Spotswood, NJ 08884

732-251-1515

[www.spotslibrary.org](http://www.spotslibrary.org)

To read. To learn. To discover.

# Volunteer Application

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

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip code: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

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 8 pm)	
Tuesday (10 am to 6 pm)	
Wednesday (10 am to 8 pm)	
Thursday (10 am to 8 pm)	
Friday (1 pm to 6 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: