

W.H. Walters Free Public Library

1001 East Blvd.

Alpha, NJ 08865

www.alphapubliclibrary.com

Volunteer Policy

Purpose: The W.H. Walters Free 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.

Code of Conduct: Volunteers are expected to adhere to the W.H. Walters Free Public Library's code of conduct, including but not limited to respect for patrons and staff, confidentiality, punctuality, and professionalism.

Scope: This policy applies to ALL individuals who volunteer their time and services to the W.H. Walters Free Public Library. [All volunteer positions are UNPAID].

1. A volunteer is a person who performs for the W.H. Walters Free Public Library without wages, benefits, or compensation of any kind. Examples include members of Boards, such as the Board of Trustees. There are also service volunteers who do work for the Library and function in ways similar to staff.
 - a. Limitation of Volunteer Numbers:
 - i. To ensure effective supervision and meaningful engagement, the library will limit the numbers of volunteers allowed at any given time to 2-3 individuals. This limitation may be adjusted based on staffing levels and the availability of suitable tasks.
2. Volunteers must have a library card and their account must be in good standing. W.H. Walters Free Public Library 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.
 - a. Recognition and Appreciation:
 - i. The W.H. Walters Free Public Library will recognize volunteers' contribution through verbal appreciation and certificates of appreciation. Volunteers may also receive letters of recommendation upon request.

4. Nothing in this policy creates a contract between the volunteer and the library or the Borough of Alpha. 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 Alpha 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 15. 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. (An adult volunteer is 18 years of age or older and who chooses to contribute their time and expertise to support the library's mission and operations). 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 and Library President'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/her.

- a. Volunteer Positions:

- i. Volunteer opportunities may include but are not limited to:

1. Shelving/organizing materials: responsible for shelving and organizing returned books, ensuring materials are properly categorized and accessible to patrons.
 2. Adding materials to the Catalog: responsible for adding materials to the online catalog, which involved updating and expanding the library's digital databases to ensure accurate and comprehensive information about available materials.
 3. Unloading the drop-boxes: responsible for emptying and sorting materials returned to the library via the drop-boxes. Also, making sure the drop-boxes are shut and locked.
 4. Reader's Advisory: responsible for providing recommendations to patrons on books, authors, and genres based on their interests and preferences.

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.

- a. Requirements of Volunteers:

- i. To volunteer at the W.H. Walters Free Public Library, individuals must:

1. Complete a volunteer application form.
 2. Provide references if requested.
 3. Consent to a background check if volunteering with vulnerable positions.
 4. Adhere to the library's policies, procedures, and code of conduct.

5. Have a volunteer sheet filled out by the Library Director to keep track of dates, hours, etc.
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.
 - a. Training and Supervision:
 - i. Volunteers will receive training and supervision from the library staff to ensure they completely understand their roles and responsibilities. Volunteers will have access to resources and support as 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.
 - a. Termination of Volunteer Services:
 - i. The library reserves the right to terminate volunteer services for reasons including but not limited to misconduct, failure to fulfill responsibilities, the inability to meet the requirements of the position (Example: not being on time), going in restricted areas, being under the influence, etc.
10. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to manage the situation through the Library Director, Library President and/or the Library Board of Trustees.
11. For safety and security reasons, volunteers will NOT be allowed to engage in the following activities listed below.
 - a. Areas of Restriction:
 - i. Accessing confidential patron information or library records.
 - ii. Managing/handling cash transactions or making deposits at the bank.
 - iii. Managing mail/packages delivered to the library (including signing for).
 - iv. Managing bills/paperwork.
 - v. Managing Interlibrary Loans (ILL's).
 - vi. Entering restricted areas such as filing cabinets, the mail room, the copier room, or the basement without staff supervision.

Review and Updates: This policy will be reviewed annually and updated as necessary to ensure alignment with the W.H. Walters Free Public Library's goals and evolving needs.

I have read and understand the W.H. Walters Free Public Library's Volunteer Policy.

Signature: _____ Date: _____

The policy was reviewed and approved by the W.H. Walters Free Public Library Board of Trustees at a meeting on May 20th, 2024. Revised by the W.H. Walters Free Public Library Board of Trustees on April 2nd, 2024.

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Volunteer Application

Name: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Date of Birth: _____

Library Card Number: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Emergency Contact Name: _____

Contact Phone: _____ Relationship to Volunteer: _____

In case of emergency, please indicate your hospital preference:

Allergies: _____

Highest Level of Education Completed: _____

Have you ever been convicted of a felony? Yes or No (Circle one).

(If YES, attach details including date, place, charge, and disposition).

Is this volunteer service court-related? Yes or No (Circle one).

(If YES, please explain).

What date are you available to start? _____

How many hours per week can you volunteer? _____

(Please see attached sheet for W.H. Walters Free Public Library's hours of operation).

Availability: MON TUES THURS FRI

Afternoon				
Evening				

Please list any 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.

Signature: _____ Date: _____

Signature of Parent/Guardian if Under 18: _____

Date: _____