



**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
Volunteer Application**

Please print the following information:

Today's Date _____

Name _____ **Branch** _____

Mailing Address _____

Primary Phone _____ **Secondary Phone** _____

Email _____

Emergency Contact Information:

First & Last Name _____

Relationship _____ **Phone** _____

1. What interests you about volunteering with the library? _____

2. Are you required to fulfill a specific number of volunteer hours? **Yes** **No**

If yes, total number of hours required _____ **To be completed by** _____

3. Please list any skills and experience which can be applied in your volunteer service with the library. (For example, any proficiency with computers, specific software or eReaders?)

4. Please list any interests or hobbies. _____

I am interested in volunteering for:

Special Events (programs, fundraisers, etc) **On a regular basis (weekly, biweekly)**

Times Available to Volunteer

M _____ T _____ W _____ Th _____ F _____ S _____

I have read and agree to uphold the provisions of the Garfield County Public Library District Volunteer Policy and Library Bill of Rights (attached). By signing below I agree to abide by Colorado State Statute § 24-90-119, pertaining to library privacy and agree that I will not disclose any record or other information that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the Library.

Signature _____ Date _____

Parental permission required for volunteers under age 18.

Parent's Name (please print) _____

Parent's Signature _____ Date _____

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

VOLUNTEER, USEFUL PUBLIC SERVICE & COURT ORDERED VOLUNTEER POLICY

DEFINITIONS

A **volunteer** shall be considered as any individual, **12** years of age or older, who assists with work done at the Garfield County Public Library District, without remuneration. A Useful Public Service or Court Ordered Volunteer shall be considered as any individual, 12 years of age or older who assists with work done at the Garfield County Public library District to fulfill court ordered community service. Exceptions to age may be made at the Branch Manager's discretion and with parental consent.

STATEMENT OF PURPOSE

The Garfield County Public Library District shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Friends of the Library or the Library Foundation.
4. Partner with other county, city and community agencies to provide volunteer opportunities for Court Ordered Community Service volunteers to complete some or all of their Court Ordered Community Service.

Garfield County Public Library District shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

RECOGNITION

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis. The Library staff and Library Board shall find ways of recognizing volunteers at least once a year. Court Ordered Community Service volunteers will be exempt from all volunteer recognition programs.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer and the Garfield County Public Library District. Both the volunteer and the Garfield County Public Library District have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The Garfield County Public Library District will not provide medical, health or accident insurance benefits for any volunteer. Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form and visit with a supervisory staff member. Court Ordered Community Service volunteers will provide paperwork in the form of a timesheet provided by the referring agency. It is the Court Ordered Community Service volunteer's responsibility to make sure the timesheet is signed each

time work is performed. Upon approval of the Branch Manager, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include shelving books, returning books, processing new materials, storytelling, helping to prepare for programs, assisting with maintenance of vertical files, discarding materials, maintenance of periodicals, and public relations activities. Volunteers are expected to maintain the same standards of confidentiality for library users as library staff, and understand the Library User's Bill of Rights.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Branch Manager or designee. Court Ordered Community Service volunteers will always present timesheet paperwork before and after any volunteer times of service. The supervising staff member will sign in the Court Ordered Community Service volunteer at the beginning and end of each shift using the referral agency timesheet and comment on the quality of work performed only when the work is completed for each shift.

RECRUITMENT AND SUPERVISION OF VOLUNTEERS

Volunteers will be sought through a variety of methods (i.e., newspaper announcement, in-library publicity, requests through volunteer coordination organizations) to meet specific as well as general project needs. Court Ordered Community Service volunteers are responsible for contacting each branch library manager or supervising staff person via phone or in person with referral agency paperwork in hand to discuss the possibility of performing Court Ordered Community Service at that particular branch. Each library Branch supervising staff has the right and authorization to accept or decline allowing individual Court Ordered Community Service volunteers to work at the branch library.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

There is no formal evaluation process for volunteers. Court Ordered Community Service volunteers will be evaluated on the referring agency's provided timesheet.

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.