

Hamburg Public Library Volunteer Policy

The Hamburg 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. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes toward all library patrons.

How to Become a Volunteer:

- All volunteers are required to fill out a Volunteer Application
- Volunteers must be at least 13 years old. Any volunteer under the age of 18 will need the signed permission of a parent or legal guardian.
- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
- Volunteer tasks include shelving and reading shelves, assisting the children's librarian preparing crafts, cleaning books, and other projects as directed.
- Volunteers over the age of 18 who work directly with children must provide a criminal background check and child abuse clearance in accordance with Pennsylvania State law.
- Acceptance of an application is at the Library Director's discretion. The Library Director can refuse volunteers for any reason.

Supervision

Supervision will be provided by all Hamburg Library staff. Volunteers should direct any questions to a staff member.

Volunteers are ambassadors for the library and need to present a positive image to the public. They must adhere to the policies and practices established regarding conduct, performance, safety procedures, and proper attire.

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.

Dismissal

Nothing in this policy creates a contract between the volunteer and the library. Both the volunteer and the library can terminate their association at any time, for any reason, without any cause being stated.

I, _____, acknowledge that I have received, read, and understood the Hamburg Public Library's Volunteer Policy.

Signature

Date

Approved by the Board of Trustees: June 10, 2014
Revised: March 10, 2021
Revised: April 9, 2024