

Volunteer Policy for Oak Ridge Public Library

Oak Ridge Public Library is grateful to the community members who offer their time and talents volunteering at our public library. People ages 13 and up are welcome to undertake volunteer duties at Oak Ridge Public Library to help make the facility a welcoming place for all. In order to make this service an effective and pleasant one for all volunteers, the following guidelines have been established.

Age limits

- Volunteers 16 and older are eligible to volunteer in both the Main Library and the Children's Room.
- Volunteers between the ages of 13-16 will be assigned to the Children's Room.
- The Library is not able to accommodate children younger than 13 years of age.

Hours and duties:

- Volunteers are expected to be responsible and able to handle their assignments.
- Volunteers with challenges requiring supervision should be accompanied by a parent or caregiver at all times.
- Volunteers typically work one or two hours per shift.
- Volunteer shifts will be scheduled only during normal Library operating hours. Volunteer shifts in the Children's Room are scheduled Monday-Friday from 10-5:30.
- Each volunteer will work with the Volunteer Coordinator to determine a mutually agreeable assignment and schedule. Volunteer shifts are scheduled so that work will be ready for them.
- The Children's Room staff will ensure that the tasks provided are age appropriate and within the capabilities of the volunteer in question.
- Volunteers are asked to refrain from socializing with their friends while at work or having extended cell phone conversations.
- All volunteers must conduct themselves in a manner consistent with the Behavior Policy of the Library, including ensuring that all library materials are properly checked out, not damaging library property, and communicating with staff respectfully.
- The Library reserves the right to deny volunteer privileges to anyone not abiding by these guidelines.
- The Library is not able to provide supervised court-mandated community service.

Volunteers completing 20 hours of service at the library in a calendar year earn the following benefits in the following calendar year:

- Do not pay rental fee for DVD or Blu-Ray rentals.
- Do not pay late fees, except for DVDs and Blu-Ray.
- Do not pay to reserve materials.
- Do not pay for interlibrary loans.
- And, they will have the pleasure of successful civil service.

Oak Ridge Public Library Volunteer Application



Contact Information (please PRINT)

| | |
|-----------------------|-------------------|
| Name | |
| Street Address | |
| City, ST and ZIP Code | |
| Primary Phone # | Secondary Phone # |
| E-Mail Address | |
| Library Card # | 2 4444 |

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings

Interests

Tell us in which areas you are interested in volunteering.

APPLICANTS BETWEEN THE AGES OF 13 – 15

Children's Room

This position is for weekdays only. Sample duties: shelve materials, shift and/or straighten shelves

APPLICANTS 16 YEARS OF AGE OR OLDER

Circulation Department

This position is for weekdays, evenings, or weekends. Sample duties: shelve books, check and shelve AV materials

Oak Ridge Room

This position is for weekdays only. Sample duties: index materials, assist with digital and/or local history projects

Read-Around-the-Room Program

This position is for weekdays, evenings, or weekends. Sample duties: keeping shelves tidy and in order

Technical Services

This position is for weekdays only. Sample duties: process new books or AV materials for public use

Motivation

Personal Satisfaction Seeking Employment Skill Development Required

Organization _____ # of hours required _____ Deadline for completion _____

Education Level

Middle School High School College Graduate Other

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

___ Filing/Alphabetizing ___ Dewey Decimal System ___ Computer ___ Other _____

Previous Work Experience

| Company | Position Held | Date(s) |
|---------|---------------|---------|
|---------|---------------|---------|

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

| | |
|-------------------|--|
| Name | |
| Primary Phone # | |
| Secondary Phone # | |

Agreement and Signature

The information on this application is true and complete.

I understand that if I am accepted as a volunteer I am expected to abide by the volunteer policy.

| | |
|----------------|--|
| Name (printed) | |
| Signature | |
| Date | |

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for your interest in the Oak Ridge Public Library.

For Office Use Only:

Contact Made _____ Status _____ Entered into database _____

Added to Schedule _____ Active Date _____ Inactive Date _____