

Blakesburg Public Library Volunteer Policy

Definition of a volunteer The Blakesburg Community Library defines a volunteer as a person who commits their time for the betterment of the library. Volunteers will not be paid and do not take the place of library staff. All volunteers must adhere to the guidelines listed below.

Purpose The main purpose for the Blakesburg Community Library's Volunteer program is to allow citizens ages 14 and up from the community to have opportunities to help enrich and enhance the library's mission and further their own personal and professional goals. This program is designed to help a person understand the importance of humanitarian effort, learn leadership skills, responsibility, job skills, and working in a team environment.

It is the right of any citizen to volunteer at the library regardless of educational, religious background, sexual orientation, race, color, disability, and national origin to participate in volunteer activities. All volunteers are subject to a background check and will sign release of such information.

Guidelines for Volunteers

1. Volunteers must abide by the policies, procedures, goals, and services of the Blakesburg Community Library.
2. Volunteers must abide by the Patron Behavior Policy given to them during orientation. It is the right of any staff member after discussion with the director to terminate a volunteer's service.
3. Volunteers must understand that a background check will be performed prior to starting any volunteer tasks.
4. Volunteers must fill out an application before they are allowed to volunteer at the library. The application will help library staff understand a volunteer's reason behind volunteering, their schedule, and any tasks they are interested in assisting with.
5. Volunteers ages 14 through 17 must have written parental permission to volunteer at the library.
6. Volunteers must understand that any personal information that is given to the staff will be kept confidential and the volunteer will sign a confidentiality agreement form.
7. Volunteers will be given an orientation by the library staff who will discuss the mission of the library, its services, and a general list of tasks that can be performed.
8. Volunteers will be required to complete a volunteer form for the City of Blakesburg to be covered under the city's workman's comp insurance. Volunteers will log their hours and describe the tasks that they completed on the city volunteer form.
9. Volunteers will work under the direct supervision of library staff.
10. Volunteers represent the library and its staff. Volunteers will conduct themselves in a friendly and professional manner.
11. Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.

Adopted by the Blakesburg Community Library Board of Trustees May 26, 2022

Volunteer Application Form

Dear Volunteer: Thank you for your interest in becoming a volunteer with the Blakesburg Public Library. This application is to get to know you and assess your interests, so we can fulfill your volunteering needs.

PERSONAL DATA

Name: _____

Street City Zip Code: _____

Phone # _____ Alternate Phone # _____

Date of Birth: _____

Email: _____

Occupation/Employer: _____

Emergency Contact: _____ Phone # _____

Medical/Physical Conditions: _____

Please Explain Medical/Physical Conditions: _____

Why are you volunteering (i.e. course credit, leadership class)? _____

Applicable skills/abilities: _____

In consideration of acceptance of this application, I hereby, for myself, my heirs, my executors, administrators, waive any/all rights and claims for any damages my property or I have against the City of Blakesburg and the Blakesburg Public Library.

Signature (parent signature required if under 18)

Date