

Dolores Public Library Volunteer Guidelines and Application

Thank you for your interest in volunteering at the Dolores Public Library! The work of volunteers are valued and appreciated by the library board, staff, and patrons.

What is a volunteer?

A volunteer is someone who donates time, talent, and services to perform assigned tasks without expectation of wages, future employment, benefits, or compensation of any kind. Background checks are required for all potential volunteers ages 18 and older. The Library Director reserves the right at any time, with any reason, to make changes in the nature of a volunteer assignment, to reassign a volunteer to different project or assignment, or to terminate the volunteer relationship.

Who can volunteer?

- **Adults:** Adult volunteer positions are open to adults ages 18 and over, upon successful completion of background check.
- **Students:** In coordination with the local school district coordinator, youth service learning positions are available for high school students seeking to meet graduation requirements for community service hours. Students commit to contract with the school and the library, and typically performs volunteer services afterschool.

Types of tasks

Upon applying for a volunteer position at the Dolores Public Library, interested parties can indicate if they have a preference in an area of the library in which they would like to volunteer. Volunteer positions will be filled based on need, and the Library Director reserves the right to assign or reassign you to a role that may differ from your preference.

- **Shelf maintenance:** Scanning library shelves and searching for/correcting out of order items. Ensures books are put in order alphabetically, first by author, then by title. Tasks include repetitive motion, bending, reaching, and manipulation of books to reposition items into the correct place. Due to the public nature of this task, volunteers should learn basic library information in order to respond to patron requests.
- **Book processing:** Preparing books and other items for checkout. Processing functions include adding ownership stamps, reinforcing paperback books with plastic tape, applying covers or book jackets on hardback books. Tasks include repetitive motion, use of cutting tools.
- **Outdoor yard maintenance:** General cleanup and tidying of Library grounds and landscaping. Raking, trimming plants, realigning garden paths, replanting, sweeping

sidewalks, removing leaves, etc. Tasks include repetitive motion, bending, reaching, use of rakes, shovels, wheelbarrow, garden hoses, clippers, and other garden tools.

- **Youth services:** Assists the Youth Services Coordinator with afterschool activities for school-aged patrons. Preparing craft projects, setting up work spaces, arranging materials, clean-up. Ability to interact and communicate with children and their parents/guardians in a positive manner is required. Tasks include repetitive motion, use of cutting tools, glues and other craft items.

Volunteer responsibilities

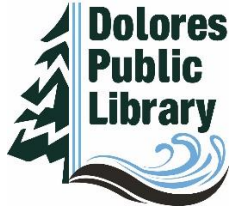
You will be helping the staff and the public, so be prepared to be friendly, pleasant, and helpful! You are a valuable resource for the library—your energy, talents, and enthusiasm for what we do at the Dolores Public Library help us meet our commitment to provide excellent service to all members of our community.

As a volunteer, you're free to set your work schedule but you must be prepared to fill your volunteer commitments. As a volunteer, you must:

- Be open and honest about your intent, goals, and skills
- Accept only realistic assignments and have a clear understanding of the job
- Carry out duties promptly and reliably
- Cooperate with the staff and accept their guidance and direction
- Respect patron confidentiality
- Be punctual, and notify the Library of absences or desire to terminate volunteer position

Application process

Interested volunteers should complete an appropriate volunteer application. The Library Director reviews each applicant and will contact you if/when an opportunity is available that aligns with your skills, interests, and schedule.



Dolores Public Library Adult Volunteer Application

Name _____
Address _____
City _____ Zip code _____
Phone _____ Alternate phone _____
Email address _____
Reason for volunteering _____

Please circle days available: Monday Tuesday Wednesday Thursday Friday

Please circle when available: Morning Afternoon Evening

Computer skills: MS Word MS Excel MS Publisher

Emergency contact information:

Name and relation _____
Address _____
City _____ Zip code _____
Phone _____ Alternate phone _____

Confidentiality Statement: I understand that in the course of my work as a volunteer I may have access to personal information about library users, including requests for information and records of materials they may have borrowed. I hereby agree to hold such information in complete confidence and to access it only in the course of performing my volunteer assignment. I understand that my services are being offered on a voluntary basis without anticipation of financial compensation and hold harmless the Dolores Library District from and against all claims, demands, and loss of liability of any kind or nature for any possible injury incurred during service. I am aware that a background check will be required before placement at the Library.

Signature _____ Date _____