

Becoming a volunteer

Potential volunteers should fill out a Volunteer Application to identify any special skills and express interest in the type of work they would prefer. Applications will be reviewed by the Directory and a brief interview will be scheduled.

Expectations & Interaction with Library Patrons

Volunteers are ambassadors for the Library and must present a positive image to the public by maintaining a professional and friendly demeanor. Other than general directional questions all patron requests and questions are to be referred to library staff. Volunteers enhance the Library by supplementing staff, not replacing them.

The Library Privacy Act 455 of 1982 was enacted to protect library users from disclosure of their library records to third parties. Volunteers do not have access to the patron database. However, volunteers must maintain patron privacy in any situation where the volunteer becomes privy to a patron's borrowing habits, fines, computer usage, etc.

Supervision

Volunteers will be supervised by the Director or designee and are expected to follow the directions provided. Director or designee will train, provide guidance, coordinate work hours and keep a log of volunteer hours worked.

Health and Safety

Safety is everyone's job. Please notify the Director or designee of any injury, whether minor or serious. An incident report will be generated by the director or designee if a volunteer is injured. Volunteers should notify supervisory staff if a work assignment is causing physical discomfort, or could potentially lead to injury. Volunteers should notify supervisory staff if they encounter any type of threatening situation.

Volunteers under the Age of 18

Young people 11-17 may apply to volunteer for the Library in positions for which they are qualified. They must have signed parental permission.

Date received _____

VOLUNTEER APPLICATION Menominee County Library

Personal Information

Name: _____ Contact Phone: _____

Address: _____

City: _____

Emergency Contact: _____

Emergency Contact Phone: _____

Volunteer Experience: _____

Interests and Skills: _____

Volunteer Service Interests (select one or more)

___ Shelf Straightening items in correct
Order and looking neat.

___ Simple mending, cleaning and
Labeling of materials

___ Gardening/Houseplant Maintenance

___ Special events

___ Local History/Genealogy

___ Other

The library does not always have volunteer opportunities available for each area

Number of hours per month that you would like to volunteer? _____

Availability

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

How long do you plan to serve as a volunteer? _____

How did you hear about volunteer opportunities at the library? _____

Signatures

I certify that the statements in this application are true and correct. I understand that information submitted on this form may be disclosed to any party with legal and proper interest, and I release the Library from any liability whatsoever for supplying such information.

I understand that as a volunteer I will not be paid for my services. I understand that I will not be covered by Worker's Compensation. I hereby agree to indemnify and hold harmless the Menominee County Library and the County of Menominee for any and all claims or causes of action that may arise out of performance of my volunteer duties.

I understand that it is the policy of the Menominee County Library to protect the privacy of those who use the Library. I agree to hold all information about patrons in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal from the Library's volunteer program.

Applicants Signature: _____ Date: _____

Parent Signature (if age 11-18) _____ Date: _____

Approved 10/18/16