



VOLUNTEER POLICY

Updated May 14, 2020; Updated July 11, 2024

A volunteer of the Wilberg Memorial Public Library of Osceola (WMPL) supports the efforts of our paid library staff to provide quality library collections, services, and programs; serves as a method for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service to the community.

A volunteer is a person who performs tasks for WMPL without wages, benefits, or compensation (including travel expenses) of any kind.

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They shall follow all enforced library policies, perform duties as requested by the library staff, and be respectful of all library patrons and staff.

Potential volunteers must fill out a Volunteer Application (see attached) and will only be accepted with the consent of the Library Director and will be trained by the Circulation Manager or other appointed staff. The Library Director may dismiss volunteers.

Minor children may only work as volunteers with the consent of a parent or legal guardian.

END OF POLICY

Volunteer Application

Contact Information

Name: _____

Address: _____

City/State: _____

Home Phone: _____

Cell Phone: _____

Availability:

What days and times are you available to volunteer?

Mon: __ 9AM-12PM __ 12-3PM __ 3-6PM **Tue:** __ 9AM-12PM __ 12-3PM __ 3-6PM

Wed: __ 9AM-12PM __ 12-3PM __ 3-6PM **Thur:** __ 9AM-12PM __ 12-3PM __ 3-6PM

Fri: __ 9AM-12PM __ 12-3PM __ 3-6PM **Sat:** __ 9AM-12PM

Interests

How would you like to help?

Friend of the Osceola Library

Computer Instruction/Help

Storytime Assistant

Summer Help

Special Event Assistant

Shelving/Other library duties

Clerical Assistant

Processing new items

Sharing a Special Skill as a Program

Other (Please Explain) _____

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

Other Questions:

Is this work court-ordered? If yes, please explain. _____

If you are under 18 years old, what is your age? (Volunteers under the age of 18 must have a signed parental consent.) _____

Volunteer Application

Person to Notify in Case of Emergency:

Name: _____

Address: _____

City/State: _____

Home Phone: _____

Cell Phone: _____

Agreement and Signature:

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): _____

Signature: _____

Date: _____

Signature of Parent

(if volunteer is under 18 years of age): _____

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 completing this application form and for your interest in volunteering with us.