

**Volunteer Form**

Name: Pronouns:

Address: City: Zip:

Phone: Email:

Emergency Contact:

Relationship: Phone:

If you are under 18 years of age, please complete this section:

Birthdate: School & Grade (if applicable):

Parent/Guardian Name:

Parent/Guardian Contact info:

Parent/Guardian signature:

Have you volunteered anywhere before? If yes, where/doing what?

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Do you have any hobbies or special skills you think be helpful for the Library?

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Tell us why you are interested in volunteering with the Maplewood Public Library.

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(Continued on back)

Which of these tasks are you interested in? (Please check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Making home deliveries (Adults only; background check required) |  | Program preparation |
|  | Preparing home deliveries |  | Community events |
|  | Shelving |  | Teen Advisory Group (Teens only) |
|  | Helping with programs (background check required for adults working youth programs) |  | Other |

If you checked that you are interested in making home deliveries:
Do you have a valid driver’s license? ⃝ Yes ⃝ No | Do you have access to an insured vehicle? ⃝ Yes ⃝ No

Write you availability here:

|  |  |
| --- | --- |
| Sunday |  |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |

Please provide information for two references.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above information is true and complete to the best of my knowledge. I authorize Maplewood Public Library to investigate any statement contained in the application and to run a background check prior to any volunteer services. I understand that this application is not a contract or agreement. I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination of my volunteer service. I understand also that I am required to abide by all rules, regulations, and policies of Maplewood Public Library.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Volunteers must read these guidelines & sign below:**

• Volunteers should review the Library’s volunteer policy. A copy will be provided, or it may be accessed online at maplewoodpubliclibrary.org/using-the-library/library-policies/

• Volunteers’ dress and behavior must be appropriate to the professional nature of the

Library.

• Library visitors are to be treated with courtesy at all times.

• If a volunteer does not understand something, they should ask Library staff on duty before completing the task.

• Library staff depend on volunteers who agree to be at the Library at a particular time to do a particular job. If, for some reason, a volunteer is unable to be here during their scheduled time, they are instructed to call the Library as soon as possible.

• If a Library visitor approaches a volunteer with a question that is in any way outside of

the volunteer’s training, the visitor should be referred to available Library staff.

• The Library is a safe & inviting space for all of our visitors. If volunteers observe any

unruly or suspicious behavior in the Library, they should quietly report it to Library staff immediately.

• Volunteers who need their time volunteer hours tracked should record their hours in the binder provided by Library staff.

Volunteer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian's Signature if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Maplewood Public Library Volunteer Policy**

Adopted by the Maplewood Board of Trustees April 20, 2022.

Maplewood Public Library appreciates community members who want to put their time and talents to use by volunteering with us. Volunteering can be a rewarding and edifying experience for many people.

A volunteer is anyone who chooses to perform services for the Library without wages, benefits, or compensation of any kind, or expectation thereof, and who performs volunteer services at the direction of the Library staff.  A volunteer is not an employee of the Library.  Volunteering for Maplewood Public Library does not guarantee future offers of employment. This policy does not constitute a contractual or personnel agreement between the volunteer and the Library.

All volunteers must complete a volunteer application prior to beginning work. Volunteers interested in certain tasks such as home delivery or working in the children’s department will be required to complete a background check.

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers must be at least 12 years of age, and any volunteer under the age of 18 must have parental consent.

The Library also provides an opportunity for volunteers to meet community service work requirements set by an outside agencies on a limited basis.  All requests to receive credit toward a community service work requirement will be considered on a case by case basis.

Each volunteer will be assigned to an on-site supervisor and is required to follow work procedures established by the supervisor. The supervisor is responsible for training the volunteer and the day-to-day management and guidance of the volunteer. Volunteers should keep their supervisor informed of their work progress and any change to their schedule.

Volunteers are expected to conduct themselves in accordance with all established policies and procedures of the Library.

Volunteers can be released from their duties at any time at the discretion of the Library. In the event that a volunteer is unable to adequately perform the assigned duties and no other appropriate positions are available, the volunteer may be removed from service.