



Tully Free Library Volunteer Policy

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of expenditure of personal funds for library purposes, performs a task at the direction of and on behalf of the Tully Free Library. Volunteers at the Tully Free Library must be at least 13 years old or accompanied by a responsible adult while on duty. The volunteer coordinator will make every effort to give the volunteer an assignment that aligns with the applicant's interests and qualifications. Volunteer duties may include, but are not limited to assisting with opening and closing procedures, filing, shelving materials (subject to a shelving test), assisting with programs and/or their preparation.

Reporting

Volunteers will report to the Library Manager and/or his/her designee (for example, a volunteer coordinator).

Qualifications and Selection

Potential volunteers are required to submit a volunteer application and may be subject to an interview process. Chosen volunteers may be required to complete an orientation session before working.

Because approved volunteers will be working alongside children and may have access to staff areas, those age 18 and older must provide references and give consent to the Tully Free Library to conduct thorough research on his/her character. Volunteers may be subject to a formal background check including, but not limited to a check of sex offender status through the Onondaga County Sheriff's Department.

Scheduling

Volunteer hours will be assigned on an as needed basis at the discretion of the Library Manager or Volunteer Coordinator who will use their best efforts to accommodate the volunteer's schedule.

Volunteer Log

All volunteers must sign in and out before and after their shifts. Students looking for letters of recommendation or documentation of hours worked should inquire immediately following their appointment. The Tully Free Library will keep records of active volunteers for a period of 5 years, to assist in preparation of such documentation. Letters of recommendation will be issued at the sole discretion of the Library Manager and/or the Volunteer Coordinator. The Tully Free Library will use reasonable efforts to provide letters of recommendation (when appropriate) and/or verification of hours worked, however, it is the volunteer's sole responsibility to ensure that any such letters and/or verification of hours are submitted in a timely manner. The Tully Free Library assumes no responsibility for improper documentation or untimely submittals.

Dismissal and/or Disciplinary Action

All volunteer opportunities with the Tully Free Library are based on mutual consent. The library staff have the right to terminate the position and/or the volunteer at will, with or without cause, at any time and the volunteer has the right to resign his/her position at will at any time.



Tully Free Library Volunteers are expected to follow the policies and procedures as well as the direction of the paid staff of the Tully Free Library when working at the library. The failure to do so may result in disciplinary action up to and including termination.

Attendance Requirements/Absenteeism

Volunteers are expected to work the hours agreed upon when assigned by the Library Manager.

If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.

Volunteers who do not report for three consecutive scheduled days, without notifying the coordinator or Library Manager, will be considered to have resigned voluntarily.

If the volunteer would like to re-adjust their scheduled hours, they will have to meet with the Library Manager to work out new shifts, if shifts are available.

Illness

Volunteers should stay home if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

Staff Work Space

Volunteers will be offered a safe place to store their personal belongings if they wish to bring them in during their shift. Tully Free Library accepts no responsibility for loss of stolen items.

Personal Appearance

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts.

Reading/Homework/Computer Use

Volunteers are expected to work whenever there are work assignments available and to request assignments from the Library Manager and/or the Volunteer Coordinator when their current assignment is finished. If there are no assignments available for a volunteer, they may engage in personal reading, doing homework, or using patron library computers for personal activities until a work assignment becomes available or their shift ends.

Cell Phone

Volunteers should silence their cell phone and refrain from making or receiving phone calls or texting while signed in. Personal phone calls should be made in the library lobby or outside so that other library users are not disturbed.

Confidentiality

In the course of performing their duties volunteers may come into contact with confidential information including but not limited to the titles of books or other information requested or used



by library patrons or as otherwise defined by Section 4509 of the New York Civil Practice Law and Rules. The Tully Free Library expects that all volunteers will observe strict confidence with regard to this information. If a volunteer is asked to divulge this information for any reason he/she shall bring the request to the attention of the Library Manager or Volunteer Coordinator immediately.

Tobacco Products

Tully Free Library building and grounds are tobacco-free including but not limited to cigarettes, cigars, pipes, smokeless tobacco products and e-cigarettes or other vapor based nicotine delivery systems.

Approved by the Tully Free Library Board of Trustees 15-Nov-2014

The Tully Free Library Board of Trustees reserves the right to amend this policy with no prior notice.



Tully Free Library Volunteer Application

Personal Information (please print):

Name: _____ E-mail: _____
Address: _____
Date of birth: _____ Telephone: _____

List any other places where you have lived during the past five years:

Address: _____
Address: _____
Address: _____

Have you volunteered anywhere else before? ___ No ___ Yes
If yes, where? _____

Why do you want to volunteer at the Tully Free Library?

School Requirement:
of hours required: _____
Teach Classes:
Subject: _____
Work with Children
Assist with existing library programs
Serve on a library committee
Summer Reading Programs
Program Facilitator:
Name of Program: _____
Other: _____

Skills and interests:

Please list any skills or interests you have (i.e. crafts, technology, gaming, typing, marketing and publicity, heavy lifting, etc)

References:

Please provide 3 personal or professional references:

Personal Professional
Name: _____ Telephone: _____

Personal Professional
Name: _____ Telephone: _____

Personal Professional
Name: _____ Telephone: _____



In case of emergency, contact:

Name: _____ Phone: _____

Have you ever been convicted of a crime that has not been expunged or pardoned?
(Does not include minor traffic violations.) No Yes (attach explanation)

Note: A conviction will not necessarily preclude your volunteering. This information will be used only for volunteer-related purposes and only to the extent permitted by law.

Signature:

I understand that the Tully Free Library has the right to evaluate all applicants and will not accept a volunteer who would jeopardize the materials and services of the library or the safety of the library staff and patrons.

I understand that as a Tully Free Library volunteer I may come in contact with confidential information. I agree to protect this information in compliance with the New York State Civil Practice Law and Rules 4509 and will not divulge any information during or after my services as a volunteer.

I agree to abide by all library policies and understand that as a library volunteer I am representing the Tully Free Library and must portray a positive image at all times.

I give consent to the Tully Free Library to conduct thorough research on my background that may include a formal background check through the Onondaga County Sheriff's Department.

I certify that all statements made on this application are true.

Signature: _____ Date: _____

Under 18:

Signature of Parent/Legal Guardian: _____ Date: _____

Tully Free Library Staff Only Below This Line

Application received by: _____ Date: _____
Signature of Staff Member

References Checked by: _____ Date: _____
Signature of Staff Member

Approved by: _____

Volunteer applicant has been denied for the following reason(s):

Notice of Denial Done: In person By phone By email Mailed notice

Signature of Library Director: _____ Date: _____