

ROSEVILLE PUBLIC LIBRARY
Volunteer Policy

1. Volunteers are identified as persons who perform duties or tasks for the Library without wages or benefits. Community service workers shall serve under the same guidelines as other library volunteers. The volunteers described in this policy are separate from the Friends of the Library volunteers who are governed by their own policies and bylaws.
2. Volunteers must complete a volunteer application form and be age 12 or older. Volunteers under the age of 18 must have written permission from a parent or guardian to volunteer for the library.
3. Volunteers will not be accepted if there is no suitable service match when skills, interests and schedule are considered. If there is not a volunteer opportunity available, the volunteer will be informed that their application will be kept on file for six months and they will be contacted if something becomes available. Preference will be given to Roseville residents and students of Roseville schools.
4. Volunteers will not substitute for regular staff. They will provide special, unusual or supplemental services and will fulfill specific tasks.
5. Each volunteer is to serve a minimum of one (1) hour and no more than four (4) hours per day.
6. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior code as employees.
7. Volunteers will receive instructions regarding the specific task they are assigned. Individuals must be motivated and able to work unsupervised.
8. Volunteers may be discharged with or without cause or notice.

Adopted by the Roseville Public Library Commission
January 10, 2005

Volunteer Application
Roseville Public Library

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____

What type of tasks are you interested in? _____

How many hours per week would you like to volunteer? _____

What days/times are you available? _____

Have you ever been convicted of a felony? _____

If so, explain _____

Why would you like to volunteer at the Roseville Public Library? _____

If you are required to serve court-ordered community service, what is the nature of your offense (shoplifting, driving under the influence, etc.)?

Signature of Volunteer

Parent's signature (for volunteers under 18)

Supervisor

Supervisor Contact Information