



Lincoln Township Public Library

LTPL Volunteer Handbook

Expectations and Rules

When you sign up to volunteer at the library you make a commitment to follow all of the expectations and rules outlined in this handbook in addition to the library policies that all patrons follow.

Everyone who volunteers at the library is expected to act in a cooperative and respectful manner toward each other, library staff, and library patrons. Conduct that is disruptive will not be tolerated. Anyone engaging in such conduct will be asked to leave and guardians will be contacted.

Non-negotiable behaviors that lead to expulsion from the library include, but are not limited to:

- Use or possession of illegal drugs, tobacco, or alcohol;
- Disrespectful behavior to other volunteers, library staff, or library patrons;
- Leave the library building or program site without permission from a volunteer supervisor.

Volunteers will be working in public areas, so you are expected to carry yourself in a professional manner at all times. Our dress code is business casual, however please keep in mind that the following are not permitted:

- Ripped or stained clothing;
- Clothing with offensive language or displays of alcohol/tobacco/illegal drugs;
- Excessively short, tight, or revealing clothing.

You will be notified if your volunteer task requires clothes that can get messy (for example painting or prep work.) It is also advised that you wear closed-toed shoes at all times. A cart of books is very heavy and may cause damage to your toes if you roll over them.

Good hygiene and personal habits are also very important. This includes taking care to avoid body odor and avoid strong smelling products, colognes, perfumes, or lotions.

You may carry a cell phone with you, but must refrain from using it while undertaking your volunteer duties. If you need to make an emergency call you must inform the volunteer coordinator or another staff member.

You may bring personal items (purse or bag) with you but there is not a guaranteed placed for you to store your items. The library is not responsible for the loss or left of any personal items.

You should arrive on time for your shifts. Many volunteer opportunities involve programs or assisting with the patrons and we don't want to keep them waiting!

Tasks and Duties

- Material maintenance – Volunteers may be asked to spend their time shelf reading the call numbers of library materials to ensure it is in the correct order. They may also be asked to straighten up the shelves and shelve books in the correct locations.
- Programming – Volunteers may be asked by library staff to assist prepare materials for upcoming programs and events. These tasks will be requested by the Library Associates and the volunteers will report directly to them for these tasks. Volunteers can also be asked to help run a program with an associate if their skills are desired.
- Entertainment – Volunteers with a musical background can volunteer to play music during designated hours/shifts in the library lobby, out in the courtyard or during events.

Getting Assigned Shifts

To sign up for volunteer shifts you must first fill out the attached form stating you have read and understand the Volunteer Policies. As well as fill out an application and complete an interview.

Once you return the forms we will set up an interview to determine your fit in the library. Then when shifts are available you will be contacted via email. (Make sure to check them frequently.) If you would like to sign up for the shift or be scheduled on a regular basis you may contact the library via phone or email. (info@lincolnlb.org) Please allow some time for the staff to review your emails and confirm your shifts.

Don't be discouraged if all the shifts are taken or one does not work with your schedule. We add programs throughout the year and you will always be notified of upcoming volunteer opportunities.

Be sure to complete the final page of this handbook and turn it in with your application.

SIGN AND RETURN TO THE LINCOLN TOWNSHIP PUBLIC LIBRARY

Drop off in person at the front desk or email to info@lincolnlib.org

Lincoln Township Public Library Volunteer Contract

I have read the LTPL Volunteer Handbook. I have shared the information found in this handbook with a parent/guardian. I will abide by all of the rules and regulation set out in this handbook. I will come to all the shifts I have signed up for. If for some reason I cannot make it to one of the shifts, I will contact the LTPL at least 24 hours in advance for as soon as possible. I understand that if I frequently cancel volunteer shifts, the rest of my scheduled shifts may be canceled.

If I have any questions or concerns, I will contact the LTPL staff immediately.

By signing below, I understand:

- That the LTPL reserves the right to screen volunteers and to accept or reject any offer to serve as a volunteer member of the Library Staff;
- That I may be placed in specific locations and positions based on the needs of the library;
- That I will be subject to a background check;
- That my volunteer service may end at any time for any reason with or without cause and with or without notice;
- That the library has a privacy policy to protect those that use it and that volunteers will keep information about Library patrons in complete confidence. Volunteers accept this information only in the course of performing volunteer assignments.
- That if I am accepted as a volunteer, I will perform all my duties on a voluntary basis, of my own free will, and I will not receive payment of any kind for my work;
- That as a volunteer, I will not be an employee of the Library.

Volunteer Signature _____ Date: _____

Print full legal name: _____

Address: _____

City: _____ State: _____ Zip: _____

Print email address: _____